358.2
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app. 2

ENGINEER TRAINING MANUAL

UNITED STATES ARMY

UNIVERSITY OF
SEP 1 8 1917

PREPARED UNDER THE DIRECTION OF
THE CHIEF OF ENGINEERS, UNITED STATES ARMY
BY THE BOARD ON ENGINEER TROOPS

APPENDIX No. 2

INSTRUCTIONS FOR THE USE OF COMPANY AND REGIMENTAL FORMS

WASHINGTON
GOVERNMENT PRINTING OFFICE
1917

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GENERAL INSTRUCTIONS.

The ultimate end for which a company is created and maintained is to render perfect service on the field of battle. To attain this end many things are required and a realization of the correct proportion, each bear to the other is necessary.

Efficiency in paper work will not render the company efficient for field service. It is required by law and regulations and can not be slighted, nor done in a slip-shod manner. If it is done thoroughly and accurately at first, it ends there. If it is done otherwise, it requires additional time of officers and enlisted men to correct the errors and mistakes. Time will thus be deducted from that allotted to other duties, and efficiency will decrease.

The instructions on the blank forms have the same weight as regulations and should be followed explicitly. Read the instructions before making out any form.

Company officers should know when a paper is right. The best way to learn when a paper is right is to make out a set of blanks yourself. Train your company clerk to do the work and train an understudy at the same time who can instantly replace the company clerk.

Individual records of enlisted men.—When a soldier enlists the following blank forms are filled out by the recruiting officer and mailed to The Adjutant General of the Army.

Enlistment paper, Form No. 22, A. G. O.

Physical examination for enlistment, Form No. 135, A. G. O.

Identification record card, Form No. 260, A. G. O.

NOTE.—Photograph and photographic negative required for Regular Army only (suspended during war).

Designation of beneficiary, Form No. 380, A. G. O.

The service record, Form No. 29, A. G. O., is also started by the recruiting officer and sent to the commander of the post, camp or regiment at the same time that the soldier is sent forward to the organization in which he enlisted or to which he is assigned.

The report of assignment in the service record is detached at the headquarters of the post, camp or regiment to which the soldier is sent and forwarded by the commander thereof to The Adjutant General of the Army. The service record itself is sent to the company to which the soldier is assigned by the post, camp or regimental commander.

LIST OF FORMS, COMPANY AND REGIMENTAL.

COMPANY.

No.		Form No.	Page.
1.	Morning report	A. G. O. 332	13
2.	Daily sick report	A. G. O. 339	31
3.	Ration return	Q. M. C. 223	33
4.	Requisition for forage	Q. M. C. 218	38
5.	Duty roster	A. G. O. 342	41
6.	Officer's pay voucher	W. D. 336	49
7.	Officer's mileage voucher	W. D. 337	51
8.	Service record	A. G. O. 29	53
9.	Company council book	Q. M. C. 452	64
10.	Advice of soldier's deposits	Q. M. C. 8a	66
11a.	Soldier's allotments	Q. M. C. 38	69
11b.	Discontinuance of soldier's allotment	Q. M. C. 39	70
12a.	Muster rolls	A. G. O. 61	71
12b.	Extra sheets muster roll	A. G. O. 61–1	75
13a.	Pay rolls of enlisted men, first sheet	W. D. 366	83
13b.	Pay rolls of enlisted men, other sheets	W. D. 366a	84
14a.	Honorable discharge	A. G. O. 525	104
14b.	Discharge	A. G. O. 526	106
14c.	Dishonorable discharge	A. G. O. 527	108
15a.	Final statement	W. D. 370	111
15b.	Notification of discharge	A. G. O. 3	113
16.	Delinquency record	Q. M. C. 509	115
17a.	Inventory of effects of deceased soldiers	A. G. O. 34	116
17b.	Report of death and disposal of remains	A. G. O. 415	120
18.	Military correspondence	Correspondence book	122
19a.	Company return	A. G. O. 30	130
19b.	Field return	A. G. O. 26	132
20a.	Report of known distance rifle firing and classification	A. G. O. 307	134
20b.	Report of pistol firing and classification	A. G. O. 308	140
20c.	Record of known distance rifle firing—Individual	A. G. O. 304	142
20d.	Record of pistol firing—Individual	A. G. O. 305	146
21.	Charge sheet	A. G. O. 594	149
22.	Noncommissioned officer's warrant	A. G. O. 152	151
23.	Furlough	A. G. O. 66	154
24.	Clothing and equipage:		
	a. Requisition for clothing	Q. M. C. 213	158
	b. Statement of clothing charged to enlisted men	Q. M. C. 165b	160
	c. Individual clothing slip	Q. M. C. 165	161
25.	Individual personal equipment (receipt)	Q. M. C. 501	165
26.	Descriptive card of public animals	A. G. O. 277	167
27.	Certificate of disability for discharge	A. G. O. 17	171

PROPERTY FORMS, UNIT EQUIPMENT.

No.		Form No.	Page.
28.	Return	New	185
29.	Invoice and receipt	New	187
30.	Survey report	New	195
31.	Statement of charges	New	199
32.	Due certificate	New	204
33.	Requisition	New	205
34.	Inventory and inspection report	I. G. D. 1	207
35.	Memorandum receipt	New	211

REGIMENTAL.

36a.	Guard report	A. G. O. 338	213
36b.	Guard report, extra sheets	A. G. O. 338–1	214
37.	Field return	A. G. O. 26	217
38.	Consolidated morning report	A. G. O. 336	219
39a.	Regimental return	A. G. O. 41	221
39b.	Regimental return, extra sheets	A. G. O. 41a	223
40.	Return of casualties	A. G. O. 149	224

QUICK REFERENCE LIST OF FORMS.

No.		Form No.	Page.
10.	Advice of soldier's deposits	Q. M. C. 8a	66
27.	Certificate of disability for discharge	A. G. O. 17	171
21.	Charge sheet	A. G. O. 594	149
9.	Company council book	Q. M. C. 452	64
19a.	Company return	A. G. O. 30	130
38.	Consolidated morning report	A. G. O. 336	219
2.	Daily sick report	A. G. O. 339	31
16.	Delinquency record	Q. M. C. 509	115
26.	Descriptive card of public animals	A. G. O. 277	167
14b.	Discharge	A. G. O. 526	106
11b.	Discontinuance of soldier's allotments	Q. M. C. 39	70
14c.	Dishonorable discharge	A. G. O. 527	108
32.	Due certificate	New	204
5.	Duty roster	A. G. O. 342	41
12b.	Extra sheets muster roll	A. G. O. 61–1	75
19b.	Field return	A. G. O. 26	132
37.	Field return	A. G. O. 26	217
15a.	Final statement	W. D. 370	111
23.	Furlough	A. G. O. 66	154
36a.	Guard report	A. G. O. 338	213
36b.	Guard report, extra sheets	A. G. O. 338–1	214
14a.	Honorable discharge	A. G. O. 525	104
24c.	Individual clothing slip	Q. M. C. 165	161
25.	Individual personal equipment (receipt)	Q. M. C. 501	165
34.	Inventory and inspection report	I. G. D. 1	207
17.	Inventory of effects of deceased soldiers	A. G. O. 34	116
29.	Invoice and receipt	New	187
35.	Memorandum receipt	New	211
18.	Military correspondence	Correspondence book	122
1.	Morning report	A. G. O. 332	13
12a.	Muster rolls	A. G. O. 61	71
22.	Noncommissioned officer's warrant	A. G. O. 152	151
15b.	Notification of discharge	A. G. O. 3	113
7.	Officer's mileage voucher	W. D. 337	51
6.	Officer's pay voucher	W. D. 336	49
13a.	Pay rolls of enlisted men, first sheet	W. D. 366	83
13b.	Pay rolls of enlisted men, other sheets	W. D. 366a	84
3.	Ration return	Q. M. C. 223	33
20c.	Record of known distance rifle firing—individual	A. G. O. 304	142
20d.	Record of pistol firing—Individual	A. G. O. 305	146
39a.	Regimental return	A. G. O. 41	221
39b.	Regimental return, extra sheets	A. G. O. 51a	223
20a.	Report of known distance rifle firing and classification	A. G. O. 307	134
20b.	Report of pistol firing and classification	A. G. O. 308	140
33.	Requisition	New	205

No.		Form No.	Page.
24a.	Requisition for clothing	Q. M. C. 213	158
4.	Requisition for forage	Q. M. C. 218	38
28.	Return	New	185
40.	Return of casualties	A. G. O. 149	224
8.	Service record	A. G. O. 29	53
31.	Statement of charges	New	199
24b.	Statement of clothing charged to enlisted men	Q. M. C. 165b	160
11a.	Soldier's allotments	Q. M. C. 38	69
30.	Survey report	New	195

FORMS USED IN COMPANY ADMINISTRATION.

No.	Page.	Form No.	Kind.	Copies accomplished.				Copies retained.	
				No.	By—	Disposition. To—	Disposition. When.	No.	Disposition.
1	13	W. D. 332	Morning report	[1] 1	Company commander.	Regimental headquarters	Daily	0	
2	31	A. G. O. 339	Daily sick report	[1] 1	Company commander and medical officer.	Hospital	do	0	
3	33	Q. M. C. 223	Ration returns	1	Company commander.	Regimental supply officer (through regimental commander).	Stated periods	1	File.
4	38	Q. M. C. 218	Requisition for forage	1	do	do	do	1	Do.
5	41	A. G. O. 342	Duty roster	[1] 1	First sergeant	Kept in company office.	Daily	0	
6	49	W. D. 336	Officer's pay voucher	1	Officer	Quartermaster	Monthly	0	
7	51	W. D. 337	Officer's mileage voucher	1	do	do	At completion of travel.	0	
8	53	A. G. O. 29	Service record	[2] 1	Company commander.	Follows soldier	Whenever transferred.	0	
9	64	Q. M. C. 452	Company council book	[1] 1	do	Kept in company office.	Transactions entered as made. Audited monthly.	0	
10	66	Q. M. C. 8a	Advice of soldier's deposits	1	do	Quartermaster general.	Each pay day	1	Do.
11a	69	Q. M. C. 38	Soldiers' allotments	1	Company commander and allotter.	do	At commencement of allotment.	1	Do.
11b	70	Q. M. C. 39	Discontinuance of soldiers' allotments.						

12a	71	A. G. O. 61	Muster rolls	1	Company commander and mustering officer.	Adjutant General, U. S. Army.	Last day of even months.	1	Do.
12b	78	A. G. O. 61–1	Muster rolls, extra sheets						
13a	83	W. D. 366	Pay rolls of enlisted men, first sheet.	2	Company commander (only the original copy is signed by the men paid).	Quartermaster	Monthly	1	Do.
13b		W. D. 366a	Pay rolls of enlisted men, other sheets.						
14a	104	A. G. O. 525	Honorable discharge	1	Regimental commander.	Soldier	At discharge	0	
14b	106	A. G. O. 526	Discharge						
14c	108	A. G. O. 527	Dishonorable discharge						
15a	111	W. D. 370	Final statement	2	Company commander.	do	do	0	
15b	113	A. G. O. 3	Notification of discharge	1	do	Quartermaster	do	0	
16	115	Q. M. C. 509	Delinquency record	[1] 1	do	Kept in company office.	As required	0	
17a	116	A. G. O. 34	Inventory of effects of deceased soldiers.	2	do	Adjutant General, U. S. Army.	On death of soldier	1	Do.
17b	120	A. G. O. 415	Report of death and disposal of remains.	1	Regimental commander.	do	do	1	Do.
18	122	Correspondence book.	Military correspondence	[1] 1	Company clerk	Kept in company office.	As required	0	
19a	130	A. G. O. 30	Company returns	1	Company commander.	Regimental headquarters.	On the 1st of each month.	1	Do.
19b	132	A. G. O. 26	Field returns	2	do	1 to immediate commander. 1 to Adjutant General of the Army.	10th, 20th, and last day of each month, and after each action.	1	Do.
20a	134	A. G. O. 307	Report of known distance rifle firing and classification.	1	do	See instructions on form.		0	
20b	140	A. G. O. 308	Report of pistol firing and classification.	1	do	do		0	
20c	142	A. G. O. 304	Record of known distance rifle firing—individual.	1	do	Kept in company office.	At end of target season.	0	
20d	146	A. G. O. 305	Record of pistol firing—individual.	1	do	do	do	0	

[1] Original filed when complete.

[2] Copy of forwarding indorsement filed.

Forms used in company administration—Continued.

No.	Page.	Form No.	Kind.	Copies accomplished.				Copies retained.	
				No.	By—	Disposition.		No.	Disposition.
						To—	When.		
21	149	A. G. O. 594	Charge sheet	3	Officer preferring charges.	Officer exercising summary court-martial jurisdiction.	Within 8 days after confinement.	0	
22	151	A. G. O. 152	Noncommissioned officer's warrant.	1	Regimental commander.	Soldier	At time of promotion.	0	
23	154	A. G. O. 66	Furlough	1	Post commander	do	At beginning of furlough.	0	
24a	158	Q. M. C. 213	Requisition for clothing	3	Company commander.	Quartermaster	At stated periods	0	
24b	160	Q. M. C. 165b	Statement of clothing charged to enlisted men.	1	do	File with requisition.	For each bulk issue	0	
24c	161	Q. M. C. 165	Individual clothing slip	(3)	See instructions on form.	See instructions on form.	See instructions on form.	0	
25	165	Q. M. C. 501	Individual personal equipment (receipt).	1	Each soldier	Kept in company office.		0	
26	167	A. G. O. 277	Descriptive card of public animals.	1	Accountable officer	Follows animal		0	
27	171	A. G. O. 17	Certificate of disability for discharge.	2	Company commander.	To surgeon	When application for discharge is made.	0	
28	185	New	Return	1	Accountable officer	Bureau chief	Semiannually, June 30 and Dec. 31.	1	File.
29	187	New	Invoice and receipt	2	Invoicing officer	Receiving officer	1 filed; 1 used as voucher to return.	0	
30b				2	Receiving officer	Invoicing officer	do	0	

30	195	New	Survey report	3	Surveying officer	Convening authority.	As required	0	
31	199	New	Statement of charges	2	Company commander.	Unit supply officer.	When charged on pay rolls.	0	
32	204	New	Due certificate	2	Supply officer	Convening authority.	As required	0	
33	205	New	Requisition	1	Unit supply officer.	Supply oíficer	do	1	Do.
34	207	I. G. D 1	Inventory and inspection report.	2	Inspector	Accountable officer.	When accomplished	0	
35	211	New	Memorandum receipt	2	Responsible officer.	1 to unit supply officer; 1 retained by responsible officer.	When article is received.	0	
			REGIMENTAL FORMS.						
36	213	A. G. O. 338	Guard report	1	Officer of the day	Commanding officer.	Each day after guard mounting.	0	
37	217	A. G. O. 26	Field return	2	Regimental commander.	1 to immediate commander; 1 to Adjutant General of the Army.	10th, 20th, and last day of each month.	1	Do.
38	219	A. G. O. 336	Consolidated morning report.	1	do	Retained at headquarters office.	Daily	0	
39	221	A. G. O. 41 and 41a.	Regimental return	1	do	Adjutant General of the Army.	Beginning of each month.	1	Do.
40	224	A. G. O. 149	Return of casualties	2	do	1 to division commander; 1 to Adjutant General of the Army.	When casualties occur.	1	Do.

[3] See instructions on form.

REFERENCES TO ARMY REGULATIONS AND SAMPLE FORMS WITH INSTRUCTIONS FOR USE.

1. MORNING REPORT.

(To be superseded.)

MORNING REPORTS

OF

COMPANY "D" 5th ENGINEERS

(Organization.)

FOR THE MONTH OF

AUGUST, 1917

MORNING REPORT—TROOP, BATTERY, COMPANY, OR DETACHMENT.
Form No. 332—A. G. O.
Ed. Jan. 8-17—50,000. 3—1449

MODEL.

Remarks for the month of October, 1907.

		Plus.	*Minus.*
1	Pvt. Hughes from duty to sick in hospital; Pvt. Jordan from S. D. to D. S.		20
2	Pvt. Billingsley from duty to sick in hospital; Pvt. Law from duty to sick in quarters. Nine unassigned recruits attached for rations, 3 p. m., 1st.	81	9
3	Corpl. Renan from sick in hospital to quarters; Pvt. Boyd from sick in hospital to duty. Sergt. Bullock from duty to sick in hospital; Pvt. Solar from quarters to hospital; Corpl. Renan from quarters to duty.	16	16
4	Sergt. Neeley from hospital to S. D.; Pvt. Mattocks from hospital to quarters; Pvt. Law from sick in quarters to duty. Pvt. Lane from sick in quarters to hospital; Pvts. Chambers and Seagraves from duty to sick in hospital.	14	21
5	Pvt. Cansey from duty to hospital; Pvt. Bolum from hospital to duty. Corpl. Smith, Pvts. Lane, Thompson, Sanger, Turner, Bell, and Wall from D. S. in the field to duty.	6 70	6
6	Pvt. Close from duty to quarters; Pvt. Seagraves from hospital to duty.	5	
7	Pvts. Lane and Selridge from hospital, and Williams from quarters to duty. Nine unassigned recruits left company at 1 p. m., 6th.	8	36
8	Sergt. Bullock from hospital to duty.	3	
9	Corpl. Jones from duty to furlough.		2
10	Pvt. Haynes from duty to hospital; Pvt. Hughes from hospital to duty. $96 \times 10 = 960 + 204 = 1{,}164 - 111 = 1{,}053.$	1 204	1 111

EXPLANATION.

The model illustrates method of computing additions and deductions of rations, assuming that rations are drawn for a period of ten days.

The additions and deductions should be made for the unexpired part of the full-ration period. Examples: Hughes went to hospital the morning of the 1st—10 rations deducted, he returned the morning of the 10th—1 ration added. The nine recruits received one meal on the 1st, which is disregarded, therefore, 9 days are claimed; they left after two meals on the 6th, therefore, 4 rations are deducted. The detachment from the field on the 5th left in the preceding month, and was rationed by the company. Not being present September 30 they were not drawn for, hence the full 10 days should be claimed. The figures on the 10th show that there were 96 men drawn for, and also the deductions and additions.

3—1449

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	Privates.*	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	SIGNATURE OF COMMANDING OFFICER.
1	Washington Barracks, D.C.	C. O.	1	2	1															4								
		E. M.				1	2	12	18	3	2	2	63	20	4	25	6	4	2	164	168	10		3		24		John A. Dodd
2	Washington Barracks, D.C.	C. O.	1	1	1														1	4								
		E. M.				1	2	10	14	2	2	2	48	20	4	25	6	4	24	164	168	4		2		20		John A. Dodd
3	Washington Barracks, D.C.	C. O.	1	1	1														1	4								
		E. M.				1	2	10	14	2	2	2	45	20	4	26	8	4	24	164	168	4		2		20		John A. Dodd
4	Washington Barracks, D.C.	C. O.	1	1	1														1	4								
		E. M.				1	2	9	14	2	2	2	46	20	4	26	7	5	24	164	168	4		2		20		John A. Dodd
5	Washington Barracks, D.C.	C. O.	1	1	1														1	4								
		E. M.				1	2	9	13	2	2	2	45	20	4	26	7	5	25	163	167	4		2		20		John A. Dodd

* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

3—1449

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
1	No change				
(a) 2	1st Lieut. Smith, 2 Sgts, 4 Corpls, 1 Ck, 15 Pvts, (1 horse, private, 6 horses, public, and 4 mules) fr D to DS pm 1st (– 660) See record of events.		660		
(b) (c)[3]	Pvt Jackson fr D to Sk in Qrs ; Pvt Robb fr D to SD; Pvt Kelly fr D to Hosp am 2d (– 30)		30		
4	Pvt Miller fr D to conf. pm 3d(– 28) Pvts Reilly and Black from Hosp to D am 4th (+ 56)Sgt Dunlap from D to Hosp pm 3d(–28)	56	56		
(d)[5]	Pvt Worth from D to AWOL pm 3d(– 28) Corp Burke from D to disch pm 4th(– 27)		55		

3—1449

104122—17——2

N-M-

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	Privates.*	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	SIGNATURE OF COMMANDING OFFICER.
6	Washington	C. O.	1	1	1														1	4								
	Barracks, D.C.	E. M.				1	2	9	14	2	2	2	44	20	4	26	7	5	25	163	167	4		2		20		John A. Dodd
7	Washington	C. O.	1	1	1														1	4								
	Barracks, D.C.	E. M.				1	2	9	14	2	2	2	50	14	4	26	7	6	24	163	167	4		2		20		John A. Dodd
8	Washington	C. O.	1	1	1														1	4								
	Barracks, D.C.	E. M.				1	2	10	14	2	2	2	48	14	4	27	6	6	24	162	166	4		2		20		John A. Dodd
9	Washington	C. O.	1	1															2	4								
	Barracks, D.C	E. M.				1	2	10	14	2	2	2	50	14	4	27	6	5	23	162	166	4		2		20		John A. Dodd
10	Washington	C. O.	1	1															2	4								
	Barracks, D.C.	E. M.				1	2	10	14	2	2	2	50	14	5	27	5	5	23	162	166	4		2		20		John A. Dodd

* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

3—1449

Day of month.	REMARKS.	RATIONS. For Men. Plus.	RATIONS. For Men. Minus.	RATIONS. For Animals Plus.	RATIONS. For Animals Minus.
6	Pvt James from furlough to D am 6th(+26) Pvt Jenks fr D to D as Corp. Pvt Harrison fr D to AWOL am 5th(—27)	26	27		
(e) 7	Pvt Worth from AWOL to conf pm 6th. 6 recruits fr D to D as Pvts.				
8	Pvt White from SD to Transferred pm 7th (—24), Pvts Beck and Birch from D to SD; Sgt Dumlap from Hosp to D am 7th (+25)	25	24		
(f) 9	Pvt Black from conf to D am 9th (+23) Lieut. Porter from D to AWL pm 8th; Pvt Harrison from AWOL to D pm 8th(+23)	46			
(b) 10	Pvt Jackson from Sk Qrs to D; Pvt Bird from D to ED				

3—1449

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	Privates.*	Recruits	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	SIGNATURE OF COMMANDING OFFICER.
11	Washington Barracks, D.C.	C. O.	1	1															2	4								
		E. M.				1	2	10	13	2	2	2	53	14	5	27	5	5	21	162	166	4		2		20		John A. Dodd
12	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	9	13	2	2	2	55	14	4	27	5	5	21	162	166	4		2		20		John A. Dddd
13	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	9	13	2	2	2	54	14	4	27	6	5	21	162	166	4		2		20		John A. Dodd
14	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	9	12	2	2	2	54	14	4	24	6	5	24	161	165	4		2		20		John A. Dodd
15	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	9	12	2	2	2	52	14	4	24	5	5	24	158	162	4		2		20		John A. Dodd

* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

3—1449

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
11	Pvts James, Ward and Greene from DS to D am 10th(+ 66) Corpl Wilson from D to furlough am 11th (— 21)	66	21		
(g) 12	Sgt Casey from D to Arrest in Qrs; Pvt Dunn from ED to D; Pvt Worth from conf to D am 12th(+ 20)	20			
(h) 13	Pvt Jameson from furlough to AWOL pm 12th; Sgt Casey from Arrest to Hosp am 13th (—19) Pvt Harrison from D to conf pm 12th (—19)		38		
14	Corp Mason from D to deceased pm 13th (—18) Pvts Andrews, Lawson, and Dunsworth from SD to DS pm 13th(— 54)		72		
15	Sgt Casey from Hosp to D as Pvt am 15th (+ 17) Pvts Boan, Welton, and Greene from D to transferred pm 14th(— 51)	17	51		

Day of month.	*STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	*Privates.	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics." Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates." SIGNATURE OF COMMANDING OFFICER.
16	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	10	12	2	2	2	51	14	4	24	5	5	24	158	162	4		2		20		John A. Dodd
17	Edsall, Va.	C. O.	1	1															2	4								
		E. M.				1	2	10	12	2	2	2	51	17	4	24	5	5	24	161	165	4		2		20		John A. Dodd
18	Edsall, Va.	C. O.	1	1															1	3								
		E. M.				1	2	10	12	2	2	2	52	17	3	24	6	5	23	161	164	4		2		20		John A. Dodd
19	Edsall, Va.	C. O.	1	1	1															3								
		E. M.				1	2	10	12	2	2	2	52	17	2	23	7	5	24	161	164	4		2		20		John A. Dodd
20	Edsall, Va.	C. O.	1	1	1														1	4								
		E. M.				1	1	10	12	2	2	2	52	17	2	23	7	5	24	160	164	4		2		20		John A. Dodd

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
16	Corp. Duffy from D to D as Sgt; Pvt. Parker from D to D as Corp: Cook Jones from D to D as Pvt; Pvt. Jenkins from D to D as cook.				
17	Recruits Smith, Watson, and Durham assigned to and joined Co pm 16th(+45) 1st Sgt. Young from D to D as Sgt. Sgt. Osmond from D to D as 1st Sgt.	45			
18	1st. Lieut. Smith from DS to transferred 18th; Pvt. Bird from ED to sk in Hosp pm 17th(-14); Pvt. Jameson from AWOL to D am 17th(+15)	15	14		
19	2d. Lieut. Porter from AWL to D 18th; Pvt. Ward from SD to sk in Qrs; Pvt. Ramsey from ED to AWOL;pm 18th (-13)		13		
20	1st. Lieut. Merrill assgd to Co not yet joined; Stab. Sgt. Simms from D to disch am 20th (-12)		12		

(11)

3—1449

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	*Privates.	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	SIGNATURE OF COMMANDING OFFICER.
21	Washington	C. O.	1	1	1														1	4								
	Barracks, D.C.	E. M.				1	1	9	13	2	2	2	50	17	2	23	7	6	24	160	164	4		2		20		John A. Dodd
22	Washington	C. O.	1	2	1															4								
	Barracks, D.C.	E. M.				1		2	10	13	2	2	50	17	2	23	7	5	24	160	164	4		2		20		John A Dodd.
23	Washington	C. O.	1	2	1															4								
	Barracks, D.C.	E. M.				1	2	12	17	3	2	2	65	17	2	23	7	5	2	160	164	10		2		24		John A Dodd.
24	Washington	C. O.		2	1															4								
	Barracks, DC	E. M.				1	2	12	17	3	2	2	66	17	2	23	7	5	2	161	165	10		2		24		H. L. Merriall
25	Washington	C. O.		2	1												1			4								
	Barracks DC	E. M.				1	2	12	18	3	2	2	66	20	2	23	6	5	2	164	168	10		2		24		H.L. Merrill.

* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

3—1449

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
21	Corp. Wilson, from Fur. to Dpm 20th(+11); Pvt. Wilson from duty to arrest in Qrs; Pvt. Rhoads, from D to AWOL am 20th (-12)	11	12		
22	1st Lieut. Merrill joined Co 21st; Stab. Sgt. Simms reenl 21st joined Co am 22nd (+10) Pvt. Poole from conf to disch 21st	10			
23	2 sgts, 4 corpls, 1 cook, 15 pvts, (6 horses, public 4 mules) from DS to D pm 22md (+198) Pvt. Wilson from Arrest in Qrs to conf pm 22d (-9) See record of Events	198	9		
24	Capt. Dodd from D to sk in hosp, am 24th; Pvt. Rhoads from AWOL to D pm 23d (+8) Pvt. Wiggins transferred to Co not yet joined	8			
25	3 recruits assigned to and joined Co am 24th (+24) Corp Parker from sk in Hosp to D pm 24th (+7)	31			

3—1449

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	*Privates.	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.	SIGNATURE OF COMMANDING OFFICER.
26	Washington	C. O.		2	1												1			4								
	Barracks, DC	E. M.				1	2	12	18	3	2	2	84	3	2	23	5	6	1	164	168	10		2		24		H.L. Merrill.
27	Washington,	C. O.		2	1												1			4								
	Barracks, D.C.	E. M.				1	2	12	18	3	2	2	84	3	2	22	5	6	1	163	167	10		2		24		H.L.Merrill.
28	Washington	C. O.	1	2	1															4								
	Barracks,DC	E. M.				1	2	12	18	3	2	2	84	3	2	21	5	7	1	163	167	10		2		24		John A Dodd.
29	Washington	C. O.	1	2	1															4								
	Barracks,DC	E. M.				1	2	10	17	3	2	2	78	3	2	29	5	7	1	162	166	10		2		24		John A Dodd.
30	Washington	C. O.	1	2	1															4								
	Barracks DC	E. M.				1	2	10	17	3	2	2	76	3	2	29	5	7	3	162	166	10		2		24		John A. Dodd

*Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

3—1449

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
26	Pvt Wiggins joined Co pm 25th (+6) Pvt Lane from sick in Qrs to conf pm 25th (—6); 17 recruits to D as Pvts.	6	6		
(j) 27 (k)	1st Lieut. Hearn, MC, 2 Sgts and 3 Pvts MD attached to Co am 26th (+30) Pvt Houston from SD to disch am 26th (—6) See record of events.	30	6		
28	1 Sgt and 1 Pvt HC detached am 28th (— 8) Capt Dodd from Hosp to D Pvt Lowd from SD to conf pm 27th (—4);		8 4		
(l) 29	Sgt Jones, Corp Powers and 6 Pvts from D to SD; Sgt Wilkins from D to to DS am 29th (—3) Pvt Ramsey from AWOL to desertion		3		
30	Pvts. Brown and Graves from D to arrest in hands of civil authorities pm 29th (— 4)		4		

3—1449

Day of month.	STATION.	C. O.—Commissioned Officers. E. M.—Enlisted Men.	PRESENT. For Duty. Captains.	First Lieutenants.	Second Lieutenants.	First Sergeants.	Q. M. and Stable Sergeants.	Sergeants.*	Corporals and Lance Corporals.	Cooks.	Mechanics.*	Musicians and Trumpeters.	Privates.*	Recruits.	On extra duty.	On special duty.	Sick.	In arrest or confinement.	Absent.	Present and absent.	Aggregate.	ANIMALS ON HAND. Horses, Public. Serviceable.	Horses, Public. Unserviceable.	Horses, Private. Serviceable.	Horses, Private. Unserviceable.	Mules. Serviceable.	Mules. Unserviceable.
31	Washington	C. O.	1	2	1															4							
	Barracks, D.C.	E. M.				1	2	10	17	3	2	2	76	3	2	29	5	8	3	163	167	10		2		24	

* Chief mechanics, mechanics, farriers and blacksmiths, wagoners, saddlers, and artificers will be reported under the heading "Mechanics."

Sergeants, first class, will be reported under the heading "Sergeants;" privates, first and second class, under the heading "Privates."

SIGNATURE OF COMMANDING OFFICER.

John A. Dodd

Day of month.	REMARKS.	RATIONS. For Men. Plus.	For Men. Minus.	For Animals. Plus.	For Animals. Minus.
31	Pvt Ramsey fr Desertion to Conf. P.M. 30th.				

3—1449

On Aug 1/17 1st Lieut. Smith, Sgts Adams and Ekstedt, Corps Jones, Smiley, Dean, and Ambrose, Cook Murphy, Pvts. Ennis, Johns, James, Miller, Oswald, Poe, Snow, Happy, Greene, Burress, Hines, Jordan, Law, Lane and William left Company on DS at Plattsburg, N.Y., The entire detachment(less Lieut. Smith) returned to company Aug 22/17.

On Aug 26/17 1st Lieut. Hearn, MC, and Sergts. Mole and Catts, and Pvts. Mann, Coke, and Morely, Med. Depr. were attached to Company. Sergt. Catts and Pvt Mann were detached on 28th.

On Aug 12/17 the company proceeded to Edsall, Va., by marching, to participate in the annual target practice; distance marched approximately 22 miles; completed target practice on 19th and returned to Post Aug 20/17 by marching to Alexandria, Va., thence by Steamer to Post. Distance marched approximately 12 miles.

3—1449

NOTES ON MORNING REPORT.

ABBREVIATIONS.

D.=Duty; i. e., available for any work.

S. D.=Special duty; i. e., duty different from the general routine work of the company.

D. S.=Detached service; i. e., on duty separated from the company.

E. D.=Extra duty; i. e., duty for which the man receives extra compensation.

A. W. L.=Absent with leave.

A. W. O. L.=Absent without leave.

Arrest means the restricting of the man to certain limits.

Confinement means actual confinement under guard.

A ration is the allowance of food for one man for one day.

In the case of a man leaving an organization after breakfast, the organization the man leaves loses the ration for the day and the organization to which the man goes gets the ration.

In the case of a man leaving an organization after dinner, the organization the man leaves, having furnished the man two meals draws his ration for the day, and the organization to which the man goes loses the ration.

Notes following apply to sample morning report.

(*a*) Twenty-two men dropped p. m. 1st; therefore rationed the 1st and dropped for 30 days. Officers not rationed.

(*b*) Sick in quarters, rationed with company, no rations dropped.

(*c*) Rationed in hospital.

(*d*) Dropped from company.

(*e*) Rations for this man were dropped on the 5th. His rations will be drawn by the prison mess.

(*f*) Officers not rationed.

(*g*) Rationed with company.

(*h*) Furlough (A. W. L.) to A. W. O. L. does not affect rations.

(*i*) Note the man picked up on receipt of his order and carried as absent.

(*j*) Casuals are men attached to the company for rations. They are carried on the morning report in red ink.

(*k*) Whenever the remarks are too long for the space given they are written in the general remarks in the back. Casuals are carried on memorandum to the ration return by name and organization so these names should be entered in the morning report.

(1) A. W. O. L. to desertion does not affect rations. Note that the man is dropped from the morning report, and is taken up again when confined on the 31st.

2. SICK REPORT.

References: Army Regulations 1913, pars. 1471, 1472, Articles of War, 107; General Order 31, War Department 1912; General Order 12, War Department 1913.

DAILY SICK REPORT

OF

Co. D. Sik Engineers
(Organization.)

From Aug. 1, 1917

To ....., 191

Form No. 2[illegible], A. G. O.
Ed. Sept. 26-15—10,000.

INSTRUCTIONS.

The report will be signed by a commissioned officer of the company and by the medical officer on the line immediately following the last entry *for the occasion*, each officer *using only one line* for his signature and title and signing under the items of his report. The first entry for each succeeding occasion will be made on the line immediately following the signatures of the officers.

The report of the company officer will, if practicable, be completed before the report is sent to the medical officer.

If the company officer can not state whether the alleged sickness or injury originated in the line of duty, he will write an interrogation mark (?) in the column provided for such expression of opinion.

In order that the report may be clear, erasures are prohibited. A line drawn across an erroneous entry will sufficiently indicate its obliteration. All obliterations and corrections must be authenticated by a certificate of the officer making them, written on the margin of the page.

The report will be carefully preserved with the records of the company as prescribed in Army Regulations or orders of the War Department.

LINE OF DUTY.

Every disease or injury suffered by an officer or soldier while in the military service of the United States should be reported as originating in the line of duty, unless the reporting officer knows personally or by credible information: First, that the disease or injury existed before the man entered the service; second, that it was incurred while the man was absent *on furlough* or without permission; or, third, that it resulted from wilful neglect or immoral conduct of the man himself.

COMPANY OFFICER'S REPORT.					MEDICAL OFFICER'S REPORT.	
DATE. 191 7	SURNAME. CHRISTIAN NAME.	RANK.	WHEN TAKEN SICK.	IN LINE OF DUTY. (Yes or No.)	IN LINE OF DUTY. (Yes or No.)	DISPOSITION.
Aug. 1.	Riley, John	Pvt.	7-2-17	Yes	Yes	Hospital
	Black, Peter	Pvt.	7-4-17	G.O. 31, 1912 No.	G.O. 31 No. 1912	Hospital
	Parker, James A.	Cpl.	7-9-17	Yes	Yes	Hospital
	Lane, Peter	Pvt.	7-15-17	Yes	Yes	Quarters
	Lincoln, William	Pvt.	7-23-17	Yes	Yes	Hospital
	Snooks, Joe	Pvt.	7-29-17	Yes	Yes	Hospital
	John A. Dodd, Capt. Engrs. (Sgd.)				J.H. Hart, 1st. Lt. M.R.C. (Sgd.)	
Aug. 2.	Riley, John	Pvt.	7-2-17	Yes	Yes	Hospital
	Black, Peter	Pvt.	7-4-17	G.O. 31 '12 No	G.O. 31 '12 No	Hospital
	Parker, James A.	Cpl	7-9-17	Yes	Yes	Hospital
	Lane, Peter	Pvt.	7-15-17	Yes	Yes	Quarters
	Lincoln, William	Pvt.	7-23-17	Yes	Yes	Hospital
12	Snooks, Joe	Pvt	7-29-17	Yes	Yes	Hosp[illegible]al

REMARKS.

In making out the "Sick report" each day the names of all those who were indicated on the preceding day as being in "hospital" or "sick in quarters" will be copied; also any additional names of members of the company who require medical attention. The medical officer indicates under the heading "Disposition" whether the men whose names appear in the report shall be returned to duty, admitted to the hospital, or carried as sick in quarters. He also determines whether or not the illness is in line of duty, and if it comes under the provisions of G. O. 31, 1912, he makes the notation "No. G. O. 31, 1912," under the heading "Line of duty."

The "Sick report" is used continuously until the book is filled.

The signature of the medical officer and of the company commander are written on the line following the last name for that day.

3. RATION RETURNS.

References: Field Service Regulations, Paragraphs 293–297, 301–303, 310, 311; Army Regulations, 1913, Paragraphs 1202–1215, 1220, 1223–1238.

THIS CERTIFICATE AND APPROVAL COVER THE ISSUES INDICATED ON THE REVERSE SIDE HEREOF.

I Certify that this Ration Return is correct and that the last regular issue of rations was made by Captain W.B. Oliver, U.C. Quartermaster at Washington Barracks, D.C., to include date of August 31, 1917, that the emergency rations entered (if any) are required for the enlisted men of my command and the money value of all previously drawn and improperly opened or lost has been charged against the persons responsible; that the civil employees for whom rations are required (if any) are entitled thereto under the regulations, and that the articles, other than rations, above requested are necessary for the public service.

(SGD) John A. Dodd

~~XXXXXXX~~ *Commanding* Captain, Corps of Engineers
Co. "D" 5th Regt. of Engrs.

Approved and ordered issued. The total rations required agree with the morning reports, and the quantities of other articles ordered issued are necessary in the public service and within the regulation allowance.

(SGD) J.A. Wood

Colonel, Corps of Engineers *Commanding.*

This form may be used for a Brigade, Regiment, Battalion, Company, Troop, or Battery, a Detachment, Civil Employees, etc.
Not to be signed in duplicate.

8—3245

8—1344

Q. M. C. Form No. 228.
Authorized April 23, 1913.

No. ..... (QUARTERMASTER'S NUMBER)

Ration Return of Company "D" 5th Regiment of Engineers
At Washington Barracks, D.C., from September 1, 1917, to September 30, 1917
No. of days 30, persons present 150, No. of rations 4500
Additions 610, deductions 1125, net corrections minus 515

NUMBER RATIONS REQUIRED	GARRISON.	FIELD.	RESERVE.	TRAVEL.	FILIPINO.		
	3985	-------	--------	---------	---------	TOTAL	3985

No. emergency rations required ----------

Other issues required, quantities actually required within regulation allowance: (No. of animals ----------)

SOAP.	CANDLES, ISSUE.	CANDLES, LANTERN.	MATCHES.	TOILET PAPER.			FLOUR FOR PASTE.	TOWELS, HUCK.	ICE.
LBS.	LBS.	LBS.	BOXES.	PKGS.			LBS.	NO.	LBS.
159	xxxx	xxxxx	36	67	xxxxx	xxxxx	xxxxx	xxxxxxx	4500

Sept 1, 1917

Date.	Gain.	Loss.
1		
2		660
3		30
4	56	56
5		55
6	26	27
7		
8	25	24
9	46	
10		
11	66	21
12	20	
13		38
14		72
15	17	51
16		
17	45	
18	15	14
19		13
20		12
21	11	12
22	10	
23	198	9
24	8	
25	31	
26	6	6
27	30	6
28		12
29		3
30		4
31		
Total	610	1125
Cor.	Minus	-515

Memorandum to Accompany Ration Return

of Co. "D" 5th Engrs. *for*

period Sept 1, *to* Sept 30, 1917

[One copy, properly filled out, to be submitted with each Ration Return.]

Present on Morning Report		160
Present, but not rationed on this Return:		
In confinement	8	
In Hospital	5	
Total		13
Total number of men of this Organization to be rationed on this Return		147
Number of men of other Organizations to be rationed on this Return		3
[Name and Organization of all such men to be entered on the back of this slip.]		
Total number to be rationed on this Return		150
Number of days		30
Number of rations		4500
Corrections, ~~+ or~~ — minus		515
Total number of rations to be drawn		3985

(Sgd) John A. Dodd

Capt. C. of E.

Commanding Co. "D"

EXTRACTS FROM ARMY REGULATIONS. 1913.

1205. The kinds and quantities of the component articles of the Army ration and the substitutive equivalent articles which may be issued in place of such components shall be as follows:

1. GARRISON RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Beef, fresh	20 ounces	Mutton, fresh	20 ounces.
		Bacon [1]	12 ounces.
		Canned meat, when impracticable to furnish fresh meat.	16 ounces.
		Hash, corned beef, when impracticable to furnish fresh meat.	16 ounces.
		Fish, dried	14 ounces.
		Fish, pickled	18 ounces.
		Fish, canned	16 ounces.
		Turkey, dressed, drawn, on Thanksgiving Day and Christmas, when practicable.	16 ounces.
Flour	18 ounces	Soft bread	18 ounces.
		Hard bread, to be ordered issued only when the interests of the Government so require.	16 ounces.
		Corn meal	20 ounces.
Baking powder	0.08 ounce		
Beans	2.4 ounces	Rice	1.6 ounces.
		Hominy	1.6 ounces.
Potatoes [2]	20 ounces	Potatoes, canned	15 ounces.
		Onions, in lieu of an equal quantity of potatoes, but not exceeding 20 per cent of total issue.	
		Tomatoes, canned, in lieu of an equal quantity of potatoes, but not exceeding 20 per cent of total issue.	
		Other fresh vegetables (not canned) when they can be obtained in the vicinity or transported in a wholesome condition from a distance, in lieu of an equal quantity of potatoes, but not exceeding 30 per cent of total issue.	
Prunes	1.28 ounces	Apples, dried or evaporated	1.28 ounces.
		Peaches, dried or evaporated	1.28 ounces.
		Jam, in lieu of an equal quantity of prunes, but not exceeding 50 per cent of total issue.	
Coffee, roasted and ground	1.12 ounces	Coffee, roasted, not ground	1.12 ounces.
		Coffee, green	1.4 ounces.
		Tea, black or green	0.32 ounce.
Sugar	3.2 ounces		
Milk, evaporated, unsweetened	0.5 ounce		
Vinegar	0.16 gill	Pickles, cucumber, in lieu of an equal quantity of vinegar, but not exceeding 50 per cent of total issue.	
Salt	0.64 ounce		
Pepper, black	0.04 ounce		
Cinnamon	0.014 ounce	Cloves	0.014 ounce.
		Ginger	0.014 ounce.
		Nutmeg	0.014 ounce.
Lard	0.64 ounce	Lard substitute	0.64 ounce.
Butter	0.5 ounce	Oleomargarine	0.5 ounce.
Sirup	0.32 gill		
Flavoring extract, lemon	0.014 ounce	Vanilla	0.014 ounce.

[1] In Alaska, 16 ounces bacon, or, when desired, 16 ounces salt pork, or 22 ounces salt beef.
[2] In Alaska the allowance of fresh vegetables will be 24 ounces instead of 20 ounces, or canned potatoes, 18 ounces instead of 15 ounces.

NOTE.—Food for troops traveling on United States Army transports will be prepared from the articles of subsistence stores which compose the ration for troops in garrison, varied by the substitution of other articles of authorized subsistence stores, the total daily cost per man of the food consumed not to exceed 20 per cent more than the current cost of the garrison ration, except on Thanksgiving Day and Christmas, when 60 per cent increase over the same current cost is authorized.

2. TRAVEL RATION.

Component articles and quantities.		Substitutive articles and quantities.	
Soft bread	18 ounces	Hard bread	16 ounces.
Beef, corned	12 ounces	Hash, corned beef	12 ounces.
Beans, baked	4 ounces		
Tomatoes, canned	8 ounces		
Jam	1.4 ounces		
Coffee, roasted and ground	1.12 ounces		
Sugar	2.4 ounces		
Milk, evaporated, unsweetened	0.5 ounce		

3. RESERVE RATION.

Bacon	12 ounces		
or meat canned	16 ounces		
Hard bread	16 ounces		
Coffee, roasted and ground	1.12 ounces		
Sugar	2.4 ounces		
Salt	0.16 ounce		

One day in each alternate month of the season of practical instruction, not exceeding three days in each year, the use of the reserve ration with individual cooking will be required by all troops in the field for purposes of instruction.

4. FIELD RATION.

The field ration is the ration prescribed in orders by the commander of the field forces. It consists of the reserve ration in whole or in part, supplemented by articles of food requisitioned or purchased locally, or shipped from the rear, provided such supplements or substitutes correspond generally with the component articles or substitutive equivalents of the garrison ration.

6. EMERGENCY RATION.

The emergency ration is furnished, in addition to the regular ration, as required for troops on active campaign or in the field for purposes of instruction, and will not be opened except by order of an officer or in extremity, nor used when regular rations are obtainable.

Ration returns upon which emergency rations are drawn will bear the certificate of the organization commander that such rations are required for the enlisted men of his organization and that the money value of any rations previously drawn by him, and improperly opened or lost, has been charged against the person responsible.

Company and detachment commanders are responsible for the proper care and use of emergency rations carried on the person of the soldier. (C. A. R. No. 8, June 15, 1914.)

1207. In adjusting charges to be made against enlisted men or others on account of increased expense to the Government for their subsistence, the value of the garrison ration will be estimated at 30 cents, the Filipino ration at 20 cents, and the travel ration at 40 cents.

LIQUID COFFEE.

1208. When an enlisted man or an applicant for enlistment, supplied with cooked or travel rations, travels unaccompanied by an officer, and it is impracticable to cook coffee en route, he may be supplied with funds for the purchase of liquid coffee in lieu of the coffee, milk, and sugar components of the travel ration, at the rate of 21 cents a day for the number of days that the travel is expected to cover, to be paid to each man on the order of the commanding officer who directs the journey, a copy of the

order being filed with the voucher on which payment is made. When an enlisted man or an applicant for enlistment, supplied with cook or travel rations, travels under the command of an officer, and it is impracticable to cook coffee en route, funds at the rate of 21 cents a day for a similar purpose may be transferred to the officer to be disbursed and accounted for. At the end of the journey all money in excess of 21 cents a day for each man for the actual number of days traveled will be transferred to the nearest quartermaster. Should any part of the 21 cents a day for the actual number of days traveled be unexpended it will be transferred to company commanders pro rata, to be taken up by them as part of the company fund. When recruits en route to different organizations or corps serving at over-sea stations arrive at a recruiting depot, however, the unexpended funds will be transferred to the mess officer and taken up by him as part of the mess funds. (C. A. R. No. 53.)

EXTRACT FROM ARMY REGULATIONS, PARAGRAPH 1215.

1. Soap:
   To organizations of enlisted men—
      For each ration, 0.64 ounce.
      For use in bakeries, and for use of prisoners in guardhouses and military prisons—
         Such quantities as the commanding officer may order as necessary.
      For each ration issued to troops in the field, in active campaign only, in addition to the foregoing, 0.25 ounce hand soap to be issued in ounce cakes.
2. Candles, when other illuminants are not furnished by the Quartermaster Corps:
   To organizations of enlisted men—
      For each ration, except the Filipino ration, 0.24 ounce. In Alaska, 0.32 ounce.
      For each Filipino ration, 0.12 ounce.
      To headquarters in the field of organizations larger than a company, to hospitals, bakeries, depots of supply, guards, and telegraph stations—
         Such quantities as the commnding officer may order as necessary.
3. Lantern candles:
   For use in lanterns furnished to the Army by the Government and used in the public service—
      Such quantities as the commanding officer may order as necessary.
4. Matches:
   For lighting fires and lights, for which fuel and the illuminating supplies are issued—
      Such quantities as the commanding officer may order as necessary.
5. Toilet paper:
   For use of enlisted men stationed at military posts, camps, and rendezvous provided with modern water-closets, with sewer connections, or where sanitary conditions require its use.
   To organizations of enlisted men—
      One package or roll of 1,000 sheets for every 60 rations.
      For use in water-closets of offices, post gymnasiums, guardhouses, bakeries, and post exchanges—
         Such quantities as the commanding officer may order as necessary.
6. Salt, rock:
   For each public animal, a day, 0.8 ounce.
7. Vinegar:
   For each public animal, a day, 0.1 gill.

4. FORAGE REQUISITION.

Q. M. C. Form 218.
Authorized Nov. 29, 1916.

REQUISITION FOR FORAGE.

No. .....

Forage required for public and private animals pertaining to Company "D" 5th Regiment of Engineers. (Organization.)
at Washington Bks, D.C. from Sept. 1st, 191 7, to Sept. 30th, 191 7, both dates inclusive. No. days 30

ANIMALS ON HAND.					RATIONS FOR—		
Kind.	No.	Add.	Deduct.	Net total.	Horses.	Heavy artillery horses.	Mules.
Private horses	3		1	2	360		720
Public horses	10	6	6	10			
Heavy artillery horses							
Mules	24	4	4	24			

FORAGE REQUIRED.				
Kind.	Unit.	Required allowance.	On hand.	To be supplied.
Oats	lbs	10800	2628	8172
Corn	lbs	-----	----	----
Barley	lbs	-----	----	----
Hay	lbs	15120	3360	11760
Bran	lbs	-----	----	-----
Bedding	lbs	3600	800	2800
Salt, rock	oz	54	12	42
Vinegar	gills	108	24	84

Explanation of additions and deductions 7 horses detached P.M. 1st (minus 210) 4 mules detached P.M. 1st (minus 120) 4 mules attached P.M. 22d. (plus 36). 6 horses attached P.M. 22d. (plus 54).

Substitution articles as per special requisition No. .....

Last regular issue of forage made at Washington Barracks, D.C. to include August 31st, 191 7

Approved and ordered issued.

(Sgd.) J. A. Wood,
Colonel, Corps of Engineers. *Commanding.*

(Sgd.) John A. Dodd,
Capt. Corps of Engrs. *Commanding* Co. "D"

Quantities stated in column "To be supplied" issued. Issues in excess of allowance made from savings during current fiscal year

.....

.....
Quartermaster

62—2618

8. Flour:

For paste used in target practice—

For each troop or company, 50 pounds, and for each battery of Field Artillery, 100 pounds during the practice season.

9. Towels, huck:

For use in the offices of regimental headquarters when adjuncts of post headquarters, and in the offices of post and coast defense staff officers, in bakeries, and in offices of department and depot quartermasters, when the necessity for the issue is certified to by the commanding officer—

For each person whose employment therein is authorized, not to exceed two towels a year.

10. Ice:

To organizations of enlisted men, when practicable—

For each ration, 4 pounds, the maximum allowance to any organization or detachment of less than 100 men to be 100 pounds a day, and to organizations of 100 men or more to be 1 pound a day for each man.

To troops stationed north of the thirty-seventh parallel of north latitude and where from any cause it is impracticable to cut and store ice for their use, the allowance will be for seven months only, beginning April 1 and ending October 31, except in the States of Washington, Oregon, and Idaho, where during the remainder of the year one-half of such allowance may be issued, and in the State of California, where the full allowance may be issued for the entire year.

To troops stationed south of the thirty-seventh parallel of north latitude the full allowance may be issued for the entire year.

At posts where it is practicable during the cold season to cut and store ice required, no issues of ice will be allowed from funds of the Quarter-Corps as long as such stored ice is available.

For the preservation of subsistence stores—

Such quantities as the commanding officer may order as necessary

When ice plants are in operation the issue of ice therefrom will be made upon requisition approved by the commanding officer and not supplied by purchase.

11. Housewives:

To each squad annually, when the necessity for the issue is certified by the commanding officer, for service in the field, 1 housewife.

Department commanders are authorized to increase or decrease, without reference to the War Department, but with due regard to the interests of the service and existing law, the various allowances specified in this paragraph.

Whenever such action is taken the department quartermaster will be informed thereof and will submit a copy of the authority directly to the quartermaster general. When issues are made under the increased or decreased allowances herein referred to, the issuing quartermaster will note on his return the letter of authority for the issue, but a copy of the authority will not be required with the return. (C. A. R., Nos. 12, 17, 35, and 41.)

NOTES.

Forage requisitions are made out at the beginning of every month or at such other times as necessary. When made during the month for animals that have just arrived, they are called special requisitions. In the case of special requisitions, there are no additions or reductions to be made. The number of animals is stated in the form (Q. M. C. Form 218), and the rations computed from the date of arrival to the end of the month.

The forage requisition at the beginning of each month is made out as follows:

In the first column is stated the number of animals on hand the first day of the preceding month plus the number for which special requisitions were made.

In the "Addition" column is stated the number of animals that were attached to the company during the preceding month for which no special requisitions were made.

In the "Deductions" column is stated the number of animals detached during the preceding month.

Then the net total is figured adding the additions to and subtracting the deductions from the original number.

Rations are computed for the net total by multiplying the net total by the number of days in the month for which the rations are to be drawn.

Explanation of additions and deductions are made as shown in the sample requisition above.

The amounts of grain, etc., are then computed from A. R. 1077 (see below), and these amounts are stated in the column "Required allowance."

The amounts "on hand" are computed from the "Explanations of additions and deductions" by taking the difference between the minus rations and the plus rations for the different classes of animals and multiplying these differences by the allowance of grain, etc., for the various classes. The difference between the amount required and that on hand gives the amount to be supplied.

5. DUTY ROSTER.

Reference.—Army Regulations, 1913, paragraphs 282, 355–369.

DUTY ROSTER

OF

.....

(Organization.)

FOR THE MONTH OF

....., *191*

Form 342, A. G. O.
Ed. Jan. 24-17—25,000. 3—1536

(MODEL)

DUTY ROSTER OF COMPANY A, 42D INFANTRY,

No.	Rank.	Name.	Nature of Duty and When Last Performed.					
			Charge of Quarters and Room Orderly.	Fatigue.	Kitchen Police.			
1	1st Sergt.	Ripley.						
1	Q. M. Sergt.	Jones.						
1	Sergt.	Flack.	29 Sept. 24, 1, 8, 16.	Sept. 14, 30.				
2	"	Rollins.	30 Sept. 25, 2, 9, 17.	Sept. 20.				
1	Corpl.	Hunt.	Sept. 28, 24, 31.	Aug. 10.				
2	"	Ewing.	29 Sept. 30, 7, 15, 22.	Sept. 8, 13.				
1	Cook.	Riley.						
1	Artificer.	Foote.						
1	Musn.	Payne.						
1	Pvt.	Adair.	Aug. 25, 6.	Sept. 20.	Sept. 5.			
2	"	Adams.	Sept. 25.	Sept. 12, 28.	Sept. 10, 29.			
3	"	Babcock.	Aug. 28, 9.	Aug. 30, 4.	Sept. 1, 21.			
4	"	Campbell.	14.	15.	18.			
5	"	Dorsey.	Aug. 31, 13.	Sept. 15, 20.	Sept. 21.			

3—1536

Guard Roster.																															No.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	

3—1636

No.	Rank.	Name.	Nature of Duty and When Last Performed.					
			Charge of Quarters and Room Orderly.	Fatigue.	Kitchen Police.			

FOR THE MONTH OF OCTOBER, 1907.

(MODEL)

GUARD ROSTER.

1	2	3	4	5	6	7	8	9		11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	No.
																															1
																															1
2	3	4	5	6		1	2	3 A.	4 A.	5 Ar.	6 Ar.	7		1	2	Sk.	Sk.	3	4	5	6		1	F.	F.	F.	F.	2	3	4	1
5	6	D.S.	D.S.	D.S.	D.S.		1	2	3	4	5	6 P.	7		1	2	3	4	5	6		1	2	D.S.	D.S.	D.S.	D.S.	3	4	5	2
4	5	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	S.D.	6	7		1	2	3	4	5	1
	1	2	3	4	5	6		1	2	3	4	5	6	7		1	2	3	4	5	6		1	2	3	4	5	6	7		2
																															1
																															1
5		1	2	3	4	Sk.	Sk.	5		1	2	3	4	5		1 C.	2 C.	3 C.	4	5		1	2	3	4	5		1	2	3	1
7	8	9		1	2	3	4 C.	5 C.	6 C.	7 C.	8 C.	9 C.	10 C.	11 C.	12 C.	13 C.	14 C.	15 C.	16 C.	17 C.	Discharged.										1
3	4	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	E.D.	5	6	7	8	9		1	2	2
	1	2	3	4	5	6	7	8	9		1	2	3	4	5 P.	6 P.	7 P.	8	9	10		1	D.S.	D.S.	D.S.	2	3	4	5	6	3
Rct.	Rct.	Rct.	Rct.	Rct.	Rct.	Rct.	Rct.	Rct.	Rct.	Rct.		1	2	3	4	5	6	7 A.	8 A.	9 C.	10 C.		1	2	3	4	5	6	7	8	4
F.	F.	F.	F.	F.	F.	F.	7	8	9		1	2	3	4	5	6	7	8	9	10		1	2	3	4	5	6	7	8	9	5

3—1536

INSTRUCTIONS.

GENERAL.

1. The duty roster for troops, batteries, companies, and detachments shows the names of all enlisted men of the organization, and consists of two parts:

The roster for guard duty;

The roster for other duties.

The man longest off duty (as indicated by roster numerals in the former case, and by the "date when last performed" in the latter) is the first for detail for such duty.

GUARD ROSTER.

2. Each man is each day credited with the number of days that he has remained present and available for duty since the beginning of his last tour.

3. When nonavailable on account of absence without leave, in arrest, in confinement, or on pass, men will be credited the same as they would have been had they remained present and available for duty, the numerals being inserted in the same square just above the letters indicating their proper status. Men returning to duty from sick, from furlough, detached service, extra duty, or special duty all start in where they left off. Departures from this instruction may be authorized by the commanding officer when a strict application would allow an improper advantage or work hardship.

4. The abbreviations should be strictly adhered to.

5. If available, but not required for guard duty, in the proper place opposite the soldier's name will be placed the numeral showing the number of days since he performed guard duty. The performance of a tour of main guard duty is indicated thus: Any special guard duty, such as stable guard, may be similarly indicated, with the addition of the initial letter in the open half space, thus: S

6. The detail for supernumerary should, as a rule, fall on the man next for detail. This, however, may be varied so as to "even up" the detail.

ROSTER FOR OTHER DUTIES.

7. At the beginning of the month insert in the proper column, opposite each man's name, the date when he last performed the duty specified, using the abbreviated name of the month and the numeral.

8. When a detail for any one of these duties has been determined upon (in accordance with the general instructions) draw a line through this date and insert in the same space the numeral indicating the day of the month. If detailed again for this duty during the month, draw a line through this last date and again insert in the same space the new numeral, and so on. (See model roster.)

9. The necessary entries relative to any regular duties not specified on the roster will be shown in one of the

blank columns provided for that purpose, the nature of the duty being shown in the heading of the column.

10. In case of a detail for detached service, a hyphen should follow the numeral, which merely indicates the day of departure. But, since detached service is the only variable duty as regards length of time, it is the day of return that determines "when last performed;" hence, upon the man's return from detached service, draw a line through date of departure and insert the date of return after the hyphen.

11. At the end of the month the dates when last performed are transferred to the proper spaces on the roster for the ensuing month.

ABBREVIATIONS FOR GUARD ROSTER.

A. —Absent without leave.
Ar. —Arrest in quarters.
C. —In confinement.
D. S.—On detached service.
E. D.—On extra duty.
F. —On furlough.
P. —On pass.
Rct. —Recruit.
S. D.—On special duty.
Sk. —Sick.

6. OFFICER'S PAY VOUCHER.

Reference.—Army Regulations, 1913, paragraphs 1036, 1044, 1255–1276, 1299–1307, 1317.

WAR DEPARTMENT.
Form No. 336.
Form approved by the Comptroller of the Treasury May 5, 1915.

WAR DEPARTMENT.
QUARTERMASTER CORPS.

Voucher No. .....

OFFICER'S PAY VOUCHER.
APPROPRIATION: PAY, ETC., OF THE ARMY, 191

Symbol .....

THE UNITED STATES,

To 2nd. Lieut. Peter G. Mason,
Corps of Engineers: ....., U. S. ARMY, DR.

For over 5 years' service. Station Washington Barracks, D.C., Zone No. 11

OBJECT SYMBOL.		AMOUNT. DOLLARS.	AMOUNT. CTS.	U. S. NOTATIONS.
	For pay from August 1, 1917, to August 31, 1917	155	84	
	For pay for 1 mount, from August 1, 1917, to August 31, 1917	12	50	
	I was suitably mounted at my own expense, and was the actual and exclusive owner of the mount charged for, during the period stated on this voucher, and said mount {was / was not} maintained at Washington Barracks, D.C. (Officers temporarily mounted must make the additional certificate required by par 1273, A. R., 1913.)			
	For com. quarters from August 1, 1917, to August 31, 1917	24	00	
	For com. heat and light for 2 rooms from Aug. 1, 1917, to Aug 31, 1917 (Under authority of S. O. No. 286 W.D.1917, Hdqrs. ....., 19 .)	6	70	
	Total	199	04	
	On {ordinary / ~~sick~~} leave of absence. Left station August 5, 1917, under S. O. No. 18 Hdqrs. 5th Eng., August 3, 1917. Extended by S. O. No. 23 Hdqrs. 5th Engrs. Aug. 9, 1917. Returned to duty Aug. 15, 1917. Deduct half pay for ..... days' leave of absence,			
	Balance	199	04	

I CERTIFY that the foregoing account is correct; that payment therefor has not been received; that I have not been absent on leave, either sick or ordinary, during the period covered by this voucher, except as above stated: and that neither I, my family, nor anyone dependent upon me has occupied public quarters, nor been furnished heat or light by the United States during the period for which commutation is charged.

I further certify that during the period for which commutation of heat and light is charged I actually occupied as quarters at 1723-18th St., N.W. Washington D.C., two rooms, exclusive of baths, closets, halls, pantries and storage rooms, and of parlors, lobbies, dining rooms, sitting rooms, halls and kitchens used in common with other tenants or guests (not guests of officer's family); and that during the period of leave, as stated above, said quarters were occupied actually and exclusively by myself, or self and family, or some one dependent upon me.

EXAMINED BY

(DO NOT sign in duplicate.)

Peter G. Mason (Sgd.)
Second Lieutenant, Corps of Engrs.

Deduction on account of Income Tax, $.....

Balance of $..... paid by ..... check dated ....., 191 , on the Treasurer U. S.

No. ....., in favor of ....., for $.....

No. ....., in favor of ....., for $.....

No. ....., in favor of ....., for $.....

OR
(To be completely filled in before signature by payee, and no alteration or erasure is permitted.)

Received ....., 191 , of .....

Quarternaster, U. S. A., in cash, ... ___/100 Dollars, in full payment of the above account.

$

(DO NOT sign in duplicate.)

Officer will not sign receipt except when payment is to be made in cash.

3—8194

104122—17——4

Form No. 336.

Pay Voucher No. .....

WAR DEPARTMENT,
QUARTERMASTER CORPS.

APPROPRIATION:
PAY, ETC., OF THE ARMY, 191

Amount, $.....

IN FAVOR OF

.....
(Name of payee.)

FOR PERSONAL SERVICES,
OFFICER'S PAY.

ACCOUNTS OF

.....
(Name of disbursing officer.)

.....
(Official designation.)

.....
(Place where located.)

.....
(Period for which voucher is rendered.)

Place to my credit with Riggs Nat. Bank

Washington, D.C.

.....

Peter G. Mason,

2nd Lieut., C of E.

Transferred this ..... day of .....

191 , to .....

.....

.....

and the Department Quartermaster at .....

..... has been so notified.

.....

.....

NOTE.—For instructions pertaining to the transfer of, or the placing of, a part or all of an officer's pay account to his credit with a bank or individual, see paragraphs 1258 and 1259, A. R., 1913. 3—3124

INSTRUCTIONS.

1. Where an officer and his family occupy rooms it will be considered that such rooms are occupied exclusively by himself.

2. Rooms used in common with others and not under exclusive control of the officer, such as public parlors, lobbies, dining rooms, sitting rooms, halls, and kitchens, can not be considered rooms exclusively occupied; nor can halls, closets, pantries, storage, and bath rooms be considered rooms.

7. MILEAGE VOUCHER.

Reference.—Army Regulations, 1913, paragraphs 71, 1279–1298, 1507.

WAR DEPARTMENT
Form No. 337.
Approved by the Comptroller of the Treasury April 29, 1914

WAR DEPARTMENT

(Bureau or Office.)

MILEAGE VOUCHER

Voucher No. .....
General Account .....
Detail Account .....

APPROPRIATION: ..... *Symbol* ..... $.....
APPROPRIATION: ..... *Symbol* ..... $.....

THE UNITED STATES,

TO 2nd Lieut. Peter G. Mason, Corps of Engrs., DR.

ADDRESS: Washington Barracks, D. C.

From Jan. 4, 191 7, to Jan. 10, 191 7, for mileage from San Francisco, Cal. to Washington Bks, D.C.		
Transportation furnished between Denver, Col. and Kansas City, Mo.		

I CERTIFY that the foregoing account is correct, and that transportation, either in kind or on Government Transportation Request, was not used except as stated above.

(sgd.) Peter G. Mason,
2nd Lieut., Corps of Engineers.

DO NOT SIGN IN DUPLICATE.

This space for use of paying officer.

Object Symbol		Amount		U. S. Notations
	..... miles at 7 cents.....			
	Actual expenses as per statement attached.....			
	Deductions at 3 cents per mile: ..... miles, account transportation furnished.....			
	Amount to be paid.....			
				Examined by .....

Paid by check No. ....., dated ....., 191 , of .....
on ....., in favor of payee named above, for $.....

OR

Received ....., 191 , of .....,
IN CASH, the sum of ..... dollars and ..... cents,
in full payment of the above account.

$ .....

.....

REIMBURSEMENT—Transportation of the Army and its Supplies, 191 ..... $.....

Form No. 337.

Public Voucher No. .....

WAR DEPARTMENT

.....
(Bureau or Office.)

APPROPRIATION:

.....
(State full title of appropriation.)

.....

Amount, $.....

IN FAVOR OF

.....
(Name of payee.)

FOR MILEAGE

ACCOUNTS OF

.....
(Name of disbursing officer.)

.....
(Official designation.)

.....
(Place where located.)

..... *191*
(Period for which account is rendered.)

3—3069

Place to my credit with

Riggs, Nat. Bank.

Washington, D.C.

Peter G. Mason,
2nd Lieut., Corps of Engrs.

8. SERVICE RECORD.

Supersedes the "Description list" and "Description and assignment card."

*Regular Army. *Volunteer Army.

*Regular Army Reserve. *Enlisted Reserve Corps.

*National Guard, State of_____

SERVICE RECORD

OF

Johnson, George A.
(Surname.) (Christian name.)

Private, Co. "D" 5th Regt. Engrs.
(Company and regiment or arm or corps or department for which enlisted.)
* Strike out words not applicable.

INSTRUCTIONS.

1. *Opening of record.*—When a soldier is enlisted or reenlisted a service record on this form will be opened for him by the recruiting officer, who will fill out the Descriptive List, page 2, the Prior Service, and the first part of Current Enlistment, page 3. Other data called for by the printed headings or by these instructions will be supplied from time to time as occasion arises by the soldier's company or detachment commander, care being taken to make the record complete and to keep it up to date at all times.

2. *Forwarding to first station.*—When a soldier is sent from the recruit depot to a post, camp, or regiment, for assignment, the adjutant, or other designated officer, at the depot will fill out the first indorsement and turn the service record over to the officer or noncommissioned officer in command of detachment of departing recruits; or, if no officer or noncommissioned officer be placed in command, the service record will be forwarded by mail to the proper commanding officer.

3. *Transmission to company.*—Upon assignment of a soldier to a company, the post, camp, or regimental commander will transmit the service record to the commanding officer of the company to which he is assigned, detaching the report of assignment and forwarding same to The Adjutant General of the Army.

4. *Soldiers transferred or detached.*—When a soldier is transferred or detached from his company, the company commander will fill out the second indorsement and transmit the service record to the soldier's new commanding officer in the manner prescribed in paragraph 2, above, in the case of soldiers leaving recruit depots. Subsequent indorsements will be filled out as the soldier's change of station or status requires, the original service record thus following the soldier wherever he goes. Each commanding officer forwarding the service record will retain an official copy of his indorsement, to which will be added the name of the soldier for purpose of identification.

5. *Data to be included in indorsements.*—Each indorsement will give the reason for the soldier's change of station or status, and his character, and will contain a full statement of his accounts at the time. Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies; amounts due on account of allotment, post exchange, post laundry, tailor, company fund, or transportation; and stoppages, including detained pay, under sentence of a court-martial and on account of absence from duty because of disease resulting from the soldier's own intemperate use of drugs or alcoholic liquor, or other misconduct. In short, all information required to be entered on muster roll and pay roll will be incorporated in the indorsement on the service record, the wording of the indorsement conforming to model remarks for such rolls prescribed by the War Department.

6. *Soldiers furloughed to reserve.*—When a soldier is furloughed to the reserve, his service record will be forwarded by indorsement to the officer charged with keeping his records as a reservist. If the soldier is detached from his company at the time he is furloughed to the reserve, a copy of the indorsement forwarding the service record will be furnished his former company commander without delay.

7. *Soldiers discharged, etc.*—When a soldier is discharged or otherwise separated from the service without being furloughed to the reserve, his service record will be closed and filed with records of his company. If he is absent from his company at the time, the officer under whom he is serving will promptly transmit the service record to the company commander for file. The service record of a soldier discharged or otherwise separated from the service while in the reserve, will be closed and filed by the officer charged with keeping the reservist's record.

8. *Record of court-martial.*—When the service record of a soldier shows a sentence by court-martial, it will be accompanied by an authenticated copy of the record of summary court-martial, or by an official copy of the order promulgating sentence in case of conviction by a general or special court-martial.

9. *Procedure in case of lost record.*—In the event that a service record is lost a report of the fact will be made to The Adjutant General of the Army, who will start a new service record, transmitting same to the recruit depot or station at which the soldier was enlisted. The new record will then be forwarded in turn to the commanding officers of the companies in which the soldier has served during current enlistment, each commanding officer repeating the indorsement required by paragraph 4, and making appropriate entries in the body of the record. Pending receipt of the new service record the soldier's pay and duty status will be determined from the data shown on the last pay roll on which his name appears, and from other records of the company or detachment with which he last served.

Form No. 29. A. G. O.
Ed. Mar. 22, 1917. 3—275

(Instructions continued on page 2.)

(2)

10. *Changes in entries.*—Erasures of entries on a service record are prohibited. All changes in original entries must be made by drawing lines through the entries and each change will be duly authenticated by the signature of the officer making it, the reason for the change being stated.

11. *Additional space for entries.*—In case the space under any heading, except "Deposits" in the body of the record proves insufficient, the entry will be continued under "Remarks," page 5. If the space under "Remarks" or "Deposits" is insufficient, additional sheets will be securely pasted at the bottom of the page, as indicated by footnote. If the space for showing change of station or status in an indorsement is insufficient, the entry will be continued under "Due United States." One indorsement may, if necessary, occupy the space allotted to two. If there be more than 12 indorsements, an additional sheet will be securely pasted at the bottom of the last page of the form, as indicated by footnote. **Under no circumstances will sheets or slips of paper be pasted or attached to a service record except as provided above.**

12. *Initialing of entries.*—Each entry under "Military Record," pages 4 and 5, "Clothing Account," pages 6 and 7, and "Allotments," page 7, will be initialed by the recruiting officer or company commander, as the case may be. Where there are no data of record relating to a printed heading, the space under that heading will be left blank, except that in case of transfer to another organization or furlough to the reserve the company commander will insert his initials in such blank spaces to show that he has not overlooked the entries. Negative entries, such as "None," "Nothing," etc., will not be made in any part of the form except as required for street and house number and indorsements.

DESCRIPTIVE LIST.

Residence: None given
(Street and house number; if none, so state.)

Pittsburgh, Pa.
(Town or city.) (State.)

Name and address of person to be notified in case of emergency:

Mrs. Anne Johnson, (Mother)
(Name and degree of relationship; if friend, so state.)

120 Parkway Avenue,
(Street and house number; if none, so state.)

Carrick, Pa.
(Town or city.) (State.)

Born in Carrick, Pa.
(Town or city.) (State or country.)

Age at enlistment, 21 yrs. and 10 mos.; occupation, Machinist

Eyes, Blue; hair, Blond

Complexion, Ruddy; height 5 feet 8 inches;

Married or single: Single

Indelible or permanent marks and physical defects at enlistment:

Fron: P.M. left breast.

P.M. left side abdomen

Back: P.M. left shoulder blade

S. 1" middle of back

Size of uniform shoe: 7 - 1/2 D.

Vaccinated: March 16, 1916; result,* Successful

Vaccinated: ....., 191 ; result,* .....

Typhoid immunization completed: March 16, 1916

Paratyphoid immunization completed: ....., 191

* Successful or unsuccessful. 3—375

PRIOR SERVICE.

None

REGULAR ARMY:*

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

.....from....., 191 , to....., 191 .
(Company and regiment or corps or department.)

Discharged as.....; character,.....
(Grade.)

*Insert headings below last discharge from the Regular Army to show service in Volunteer Army, Navy, Marine Corps, and National Guard or Organized Militia, in the order named.

CURRENT ENLISTMENT.

Serving in First enlistment period.

Accepted for enlistment at Cincinnati, Ohio.

Enlisted 2/25, 1916, at Col. Barracks, Ohio

by Capt. C.F. Morse, M.C.

Assigned to Co. "D" 5th Regt. Corps of Engrs
(Company and regiment or corps or department.)

at Washington Barracks, D.C. 4/24, 1917
(Station.)

Transferred to....., 191 .
(Company and regiment or corps or department.)

Transferred to....., 191 .
(Company and regiment or corps or department.)

Furloughed to reserve at.....

....., 191 . Character:.....

†Honorably discharged; [redacted]

March 1, 1919. Character: "Very Good"

*Strike out words not applicable.

(4)

MILITARY RECORD.

Each entry on this page will be initialed. (See Instruction 12.)

Grade: Aptd Pvt 1cl O 11, June 6, 1916.

Grade: Aptd Corp RO 77, Aug 1, 1916.

Grade: ....., ..., 191 .

Grade: ....., ..., 191 .

Grade: ....., ..., 191 .

Marksmanship, gunner, qualification or rating:* Marksman 6/5/16, R.O. 66, 1916. Sharpshooter 4/22/17 R.O. 40, 1917. Exp. Rifleman 5/12/18 R.O. 47, 1918.

Battles, etc.: None

Wounds or other injuries received in action: None

Medal of honor (action, with date thereof, for which granted): None

Certificate of merit (nature of service, with date thereof, for which granted): None

Furloughs: October 8 to 19th, 1916.

Time lost to be made good under A. W. 107:

(a) Absence without proper authority or in desertion.

5 days A.W.O.L. 7/15 to 7/20 - 1916

(b) Confinement under sentence or while awaiting trial and disposition of case, if trial resulted in conviction.

(c) Unable to perform duty through the intemperate use of drugs or alcoholic liquor or through disease or injury the result of his own misconduct.

* Give date of qualification or rating and number, date, and source of order announcing same.

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Each entry on this page will be initialed. (See Instruction 12.)

Convictions by court-martial:

(See Instruction 8.)

*SC court-martial; approved 7/22 1916, Articles of War 61

Spec'l court-martial; approved 8/14 1917, Articles of War 96

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

*_____court-martial; approved_____191 , Articles of War____

* Insert word "General," "Special," or "Summary," as the case may be.

Pay detained by court-martial collected on pay roll as follows:

Month.	Amount.		Month.	Amount.	
	Dols.	Cts.		Dols.	Cts.
_____,191			_____,191		
_____,191			_____,191		
_____,191			_____,191		
_____,191			_____,191		
_____,191			_____,191		
_____,191			_____,191		

REMARKS (See Instruction 11):

Assgd to Co April 24/16 auth CO Wash Bks DC, joined sd. Recuit toilet kit and soldiers handbook issued. Due US at date of Disch 74¢; PE Wash Bks DC $2.00; Co. Fund Co "D" 5th Engrs $2.15. Last pd to Jan 31/19 by Capt J.W. Watts, OMC. Due Sol additional pay for ER.

Additional sheets for "Remarks," if required, will be attached here.

(See Instruction 11.)

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(6)

CLOTHING ACCOUNT.

Each entry on this page will be initialed. (See Instruction 12.)

CLOTHING DRAWN.

Date of Issue.	Value.		Date of Issue.	Value.	
	Dols.	Cts.		Dols.	Cts.
From D & A card	25	42			
May 6/16	20	22			
July 10/16	4	18			
Sept., 4/16		94			
Jan 15/17	26	74			
July 8, 1917	4	01			
March 17/18	8	16			

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Each entry on this page will be initialed. (See Instructions 12.)

GRATUITOUS ISSUES OF CLOTHING.

Date of Issue.	Value.		Date of Issue.	Value.	
	Dols.	Cts.		Dols.	Cts.

CLOTHING SETTLEMENTS.

(To be made semiannually and when soldier is separated from the active service.)

Date of Settlement.	Initial Allowance. 43.05	Money value of Clothing Drawn Since Last Settlement.	Balance Due United States.	Balance Due Soldier.
6/30/16	8.70	45.64	J.A.D.	6.11
12/31/16	12.05	5.12	J.A.D.	13.04
6/30/17	12.40	26.74	1.30	J.A.D.
12/31/17	12.40	4.01	J.A.D.	8.39
6/30/18	12.40	8.16	J.A.D.	12.63
12/31/18	12.40	——	J.A.D.	25.03
2/28/19	6.17	——	J.A.D.	31.20

ALLOTMENTS.

$ 5.00 per month for 6 months beginning with the month of June 1st 1917; discontinued 191 ;

$ per month for months beginning with the month of 191 ; discontinued 191 ;

$ per month for months beginning with the month of 191 ; discontinued 191 .

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DEPOSITS.

Date.	Amount.		Quartermaster.
	Dols.	Cts.	
5/4/16	5	00	Capt. J.W.Watts, J.A.D.

Additional sheets for "Deposits," if required, will be attached here.

(See Instruction 11.) 3—375

1st IND.

C.O. Recruit Depot, Columbus Bks. O.

April 22, 1916

To C.O. Washington Barracks, D.C.

This soldier* has this date been forwarded to Washington Bks. DC for assignment to 5th Regiment of Engineers. AGO 4/19/16

He was last paid to include March 31, 1916

By Capt. Jones, QMC
(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state:

Due PE Col Bks O $5.00; Due Post Laundry Col Bks O. $0.75.

This soldier has not an allotment running.
(Has or has not.)

His character is† Very Good

I have personally verified all entries under "Due United States."

E. S. Adams
Lt. Col. Infantry Commanding.

2d IND.

C.O. Co. "D" 5th Engrs, Washington Bks. D.C. June 5th 1916

To C.O. Ft. Jay, N. Y.

This soldier* left Post this date for duty as instructor of Reserve officers at Ft Jay SO 106 E Dept June 1, 1916.

He was last paid to include May 31, 1916

By Capt. EK. Oliver, QMC.
(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state:

Nothing.

This soldier has not an allotment running.
(Has or has not.)

His character is† Very Good

I have personally verified all entries under "Due United States."

John A. Dodd
Captain, Corps of Engrs. Commanding.

* Give change of station or status of soldier, with number, date, and source of order.
† To be filled out in handwriting of officer signing indorsement.

(10)

3d IND.

C.O. Ft. Jay, N.Y.

June 27, 191 6

To C.O. Co. "D" 5th Engrs, Washi Bks. DC.

This soldier* completed the duty for which he was sent to this Post and is returned

He was last paid to include May 31, 1916

By Capt. E.K. Oliver, QMC.
(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state:

to Washington, D.C. for duty with his Co SO 129 E Dept June 25, 1917. Left Post this date. No change in the soldiers accounts. Due US nothing.

This soldier has not an allotment running.
(Has or has not.)

His character is† Very Good

I have personally verified all entries under "Due United States."

James A. Pierce

Major, Infantry. Commanding.

4th IND.

, 191

To

This soldier*

He was last paid to include , 191

By
(Rank and name of quartermaster.)

Due United States (See Instruction 5); if nothing, so state:

This soldier† an allotment running.
(Has or has not.)

His character is†

I have personally verified all entries under "Due United States."

Commanding.

* Give change of station or status of soldier, with number, date, and source of order.
† To be filled out in handwriting of officer signing indorsement.

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Report of assignment mailed April 24, 1916

REPORT OF ASSIGNMENT.

Johnson George A.
(Surname.) (Christian name.)

who was accepted for enlistment

at Cincinnati, Ohio.

and enlisted February 25, 1916,

at Columbus Barracks, Ohio.

has this date been assigned to Co. "D" 5th Regt. Engrs.

J.A. Wood, (Sgd)

Col. Corps of Engineers.
Commanding

Station: Washington, Barracks, D.C.

Date: April 24, 1916.

To The Adjutant General of the Army,
Washington, D. C.

INSTRUCTIONS.

1. When completed, this card will be detached from the service record and forwarded directly to The Adjutant General of the Army.
2. Men failing to report at a post for assignment within ten days after the receipt thereat of their service records, and whose absence has not been accounted for, will be assigned to an organization serving at the post and reported on the records of said organization as "Never joined, deserted en route from ——" as of the date they were forwarded therefrom.
3. This report of assignment is not required for the National Guard except in the case of enlistments or reenlistments for organizations in the Federal service.

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9. COMPANY COUNCIL BOOK.

Reference.—Army Regulations, 1913, paragraphs 316–318, 321–324, 327–330.

SAMPLE PAGE.

In account with Company Fund, Company "A" 24th Infantry.

Year 1915			Ration Savings				Other Funds			
Month July			Receipts		Expend'rs.		Receipts		Expend'rs.	
Voucher	Date	Balance from last month	500	00			200	00		
1	1	Ration Savings for June	100	00						
2	1	Cook John Smith, ex. pay for June							7	50
3	2	Post Exchange, dividend for June					100	00		
4	4	Board of Company tailor, for June	10	00						
5	7	Collections from pool table for June					50	00		
6	7	Barber Shop for June					10	00		
7	9	A.P.Co. fresh meats, bill June 28,'15			100	00				
8	10	Columbia Phono. Co. 10 cylinders June 15, 1915							2	50
9	12	U.S.Infantry Association, subscr'pn to Mags. and newspapers for library July 5, 1915.							25	00
10	15	N.Y. Telephone Co. service for June								50
11	18	John Green, milk and eggs			7	50				
12	20	A.B.Barber Supply Co., 6 razors							9	50
13	25	C.D. Printing Co. 1000 blank passes							2	50
14	28	J.H.H.&Co. vegetables and eggs			20	00				
15	30	The M.Co. Groceries			50	00				
16	31	M. &. Co., 3 sacks potatoes $6.00 2 sacks turnips, $4.25, 50 lbs. cabbage, $5.00 June 25, 1915			15	25				
17	31	The J.D.Co., One year's subscription Aeolian Music Circulating Library from July 1, 1915, to June 30, 1916 per bill stated July 16, 1917							20	00
		Total receipts and expenditures	610	00	192	75	360	00	67	50
		Balance carried forward			417	25			292	50
		Totals			610	00			360	00

INSTRUCTIONS FOR COMPANY COUNCIL BOOK.

1. Paragraph 1220, Army Regulations, 1913, requiring that money accruing from the ration and savings account of an organization will be spent only for food, makes it necessary to keep the receipts and expenditures on account of the company mess separate from other funds.

2. Entries for receipts should state date of entry, from whom (person or firm), what for, for what period (in case of savings, post exchange dividends, pay from boarders, etc.), and amount. Should a receipt not be for a period, but only for a single transaction, the date of the receipt also should appear, if different from the date of entry.

3. Entries for expenditures should show date of payment, to whom paid, what for, and amount; all briefly, but with essential points covered and with care and exactness.

4. To facilitate inspection by post or battalion commanders and others, the vouchers should be put in proper shape and filed in proper order. Every voucher should be folded to convenient size for handling, pasted on proper size paper, if necessary, and indorsed, for instance, thus on the first fold:

No. 6.
January 7, 1915.
$50.

5. There should be a voucher for all moneys received, from whatever source, and for all moneys expended. For example, in case of the company pool collections, when the money is turned over to the company commander a voucher of this tenor should also be turned in:

MADISON BARRACKS, N. Y.,
January 7, 1915.

Turned over to Capt. John Smith fifty dollars ($50), collections from the company pool table for December, 1914.

H. A. JONES,
Q. M. Sergt. Co. C, 24th Infantry.

Under rare circumstances, especially in the field, it may happen that it is not practicable to get a receipt for money expended. In such case the officer should certify to the expenditure, using his certificate as a voucher.

6. In case of transfer of the company fund, a receipt of this form is suggested:

Received from First Lieut. John A. Smith, Twenty-fourth Infantry, the fund of Company A, Twenty-fourth Infantry, amounting to $500, as follows:

Bank	$450
Cash	50

JAMES JONES,
Captain, 24th Infantry.

To transfer a company fund that is deposited in the bank, it is merely necessary to write the cashier of the bank a letter of this tenor:

I have the honor to inform you that I have this day transferred the company fund, Company C, Twenty-fourth Infantry, to Capt. John Smith, Twenty-fourth Infantry, who will from now on have authority to draw against the fund.
His signature appears below.

Or a check for the amount in the bank may be drawn in favor of the relieving officer and turned over to him.

Caution.—When receiving a company fund, always obtain from the former custodian a certified statement showing: (*a*) All bills that the company owes, (*b*) all amounts due the company, and (*c*) a list of outstanding checks. If the company owes no bills, if nothing is due the company, and if there are no outstanding checks, these facts should be stated. This certified statement should be made on an appropriate page in the company fund book.

7. When deposited in a bank the company fund should be deposited, for instance, as "Company fund, Company C, Twenty-fourth Infantry," and all checks drawn against the fund should be signed, for instance:

COMPANY FUND, Co. C, 24th Infantry.
JOHN A. SMITH,
Captain, 24th Infantry.

10. ADVICE OF SOLDIER'S DEPOSITS.

Enlisted men desiring to make deposits with the quartermaster bring their deposit books (Form 41, Pay Department) to the company office before pay day. The company clerk fills out the deposit book with the exception of the signatures.

After being paid the enlisted man gives the quartermaster the amount he desires to deposit. The quartermaster and the company commander sign the deposit book and return it to the soldier.

The company clerk enters on Form Q. M. C. No. 8a all deposits made with the quartermaster by the enlisted men of the company for the pay day in question. This form is prepared in duplicate, one copy being sent by the company commander to the Quartermaster General, the other copy being retained with the records of the company.

The company clerk enters the deposit on the service record of the soldier and the company commander initials it.

Q. M. C. Form No. 8a.

DEPOSITS

WITH

Captain J.W. Watts, Q.M.C.
Quartermaster, U. S. Army.

Co. "D"

Regt. 5th Engineers

DATE OF DEPOSIT:

MAY 4, *1916*

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Sample page of Soldier's Deposit Book.

THE TRANSFER, PLEDGE, OR SALE OF DEPOSIT BOOKS IS PROHIBITED.

$ 5.00 Washington Barracks, D.C.

May 4, *1916*

RECEIVED this day of Private George A. Johnson

Co. "D", 5th *Reg't U. S.* Engrs., *for deposit under Secs. 1305 and 1306, R. S.,*

Five----------and 00/100 ---------- *DOLLARS.*

ATTEST:

J. W. Watts
Capt. Q.M. Corps. *Paymaster, U. S. A*

John A. Dodd
Capt. Engrs. *Commanding Company.*

Q. M. C. Form No. 8a.
Authorized April 15, 1913.

SOLDIERS' DEPOSITS.

Washington Barracks, D.C.

(Enter date of deposit here.) May 4, 1916.

THE QUARTERMASTER GENERAL OF THE ARMY, Washington, D. C.

The following deposits have this day been made with Capt. J.W. Watts, QMC.,

Quartermaster, U. S. Army, per Par. 1361, A. R., 1913.

NAME. (Enter surname first.)	RANK.	ORGANIZATION.	AMOUNT.	
Johnson, George A.	Pvt	Co "D" 5th Engrs.	5	00

These reports of deposit are filed with the Quartermaster's Abstract of Deposits to which they pertain, and each report should contain only the deposits made with a single quartermaster on a given date. This report will be forwarded by the company commander, immediately after the deposit is made, direct to the Quartermaster General of the Army.

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John A. Dodd

Captain Corps of Engineers

Commanding Co. "D" 5th Engrs.

11a. SOLDIER'S ALLOTMENTS.

References.—Army Regulations, 1913, paragraphs 1347–1360.

Co. "D", 5th Regt. of Engineers

Pvt. George A. Johnson
(Name and rank of allotter.)

(Date of enlistment.)

ORIGINAL.
To be sent to Quartermaster General.

Q. M. C. Form 38.

Washington Barracks, D.C. April 25th, 1916
(Station.)

The undersigned hereby allots to Mrs. Anna Johnson.
(Name of allottee.)

at 120 Parkway Ave., Carrick, Pa.
(Give complete post-office address.)

$ 5.00 *per month, for* 6 *months, commencing the* 1st *day*

of April, 1916, *and expiring the* 1st *day of* October, 1916,

the amount to be deducted from his pay for each month of the stated period.

John A. Dodd.
(Certifying officer.)

George A. Johnson.
(Signature of allotter.)

Capt., Corps of Engineers.

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

Co. "D", 5th Regt. of Engineers

Pvt. George A. Johnson
(Name and rank of allotter.)

(Date of enlistment.)

DUPLICATE.
To be retained as record.

Q. M. C. Form 38.

Washington Barracks, D.C. April 25, 1916
(Station.)

The undersigned hereby allots to Mrs. Anna Johnson
(Name of allottee.)

at 120 Parkway Avenue, Carrick, Pa.
(Give complete post-office address.)

$ 5.00 *per month, for* 6 *months, commencing the* 1st *day*

of April, 1916, *and expiring the* 1st *day of* October, 1916,

the amount to be deducted from his pay for each month of the stated period.

John A. Dodd
(Certifying officer.)

George A. Johnson
(Signature of allotter.)

Captain, Corps of Engineers.

Allotment discontinued June 30, 1916 *Request sent to Quartermaster General* July 25/16

Reason for discontinuance Indebtness

NOTE.—In no case should the soldier's allotment be made to commence with a date prior to his enlistment, or to extend beyond the date of expiration of his term of enlistment. State inclusive dates of allotment period.

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11b. DISCONTINUANCE OF SOLDIER'S ALLOTMENT.

Co. "D", 5th Regt. of Engineers.

George A. Johnson.
(Name and rank of allotter.)

DISCONTINUANCE. (SOLDIER'S ALLOTMENT.)

Washington Barracks, D.C., April 26, 1916.
(Station.) (Date.)

The allotment of George A. Johnson, Co "D" 5th Regt. of Engineers,
(Name of allotter.) (Organization.)

of $5.00 *per month for* 6 *months, commencing* April 1, 1916

to Mrs. Anna Johnson, 120 Parkway Avenue, Carrick
(Name of allottee.) (Street and No.)

Penna., *is hereby discontinued to take effect* June 30, 1916., 191
(State.) (Month and date.)

Reason for discontinuance Indebtness

At this date the records show the soldier paid to include June 30. 1916

The allotment has been deducted from his pay to include June 30., 1916, *but will be continued upon the pay rolls until acknowledgment of this discontinuance is received—as required by Paragraphs 1350 and 1351, A. R., 1913.*

John A. Dodd.
(Certifying officer.)

George A. Johnson.
(Signature of allotter.)

Capt. Corps of Engrs.

NOTE.—The discontinuance of an allotment should be made to take effect the last day of a calendar month.

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Q. M. C. Form 39.
Authorized April 15, 1913.

12. MUSTER ROLLS.

(To be superseded.)

References.—Army Regulations, paragraphs 807–810.

MUSTER ROLL of Company "D" of the Fifth Regiment of Engineers Army of the United States from the 30th day of June, 1917 (date of last bimonthly muster), to the 31st day of August, 1917

NAMES, PRESENT AND ABSENT, AND RANK. (Commissioned and noncommissioned officers according to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
Captain.			
1. John A. Dodd			Comdg Co. Sick Aug 24 to 28/17 in line of duty.
1st Lieutenants			
1. Howard L. Merrill			Assgd to Co Aug 19/17 RO 68, 1917. Joined Aug 21/17. Comdg Co Aug 24 to 28/17.
2. Peter G. Mason			With Co. Member of GCM SO 194, E Dept. Aug 15/17. Aptd ME Officer and Adjutant Post of Washington Bks., DC. SOP 99, Aug 3/17.
2d Lietenant			
1. Harold H. Porter			With Co. AWL fr Aug 8 to 18/17 SOP 74, Aug. 6/17.
1st Sergeant			
1. Flanders, August P.	14 Aug 17		Reenl Wrnt as Sgt and Apmt as 1st Sgt contd.
Sergeants 1st Class			
1. Stern, Belmont A.	14 Apr 15		Aptd Sgt 1cl fr Sgt Aug 5/17, RO 64, 1917, effective sd.
2. Hames, Howard A.	2 Aug 16		
Mess Sergeant			
1. Fields, Dudley M.	5 June 14		Aptd Ms Sgt fr Sgt Aug 1/17 CO 21, 1917, effective sd.
Supply Sergeant			
1. Morely, Elmer N.	6 Jan 15		Aptd Sgt fr Pvt 1cl Aug 17/17, RO 66, 1917.

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I certify that this muster roll is made out in the manner required by the printed instructions; that the remarks set opposite the name of each officer and soldier are accurate and just; and that it exhibits the true state of the organization for the period mentioned herein, as required by Regulations and the Rules and Articles of War.

STATION: Washington Barracks, D.C.

DATE: August 31, 1917.

John A. Dodd

Captain, Corps of Engineers.

Commanding the Organization.

I certify that I have carefully examined this muster roll, and that I have mustered and minutely inspected the organization, the condition of which is found to be as expressed in my remarks hereunto annexed (see note *)

MILITARY APPEARANCE: Excellent

ARMS: Very Good

ACCOUTERMENTS: Very Good

CLOTHING: Very Good

J. A. Wood

Colonel, Corps of Engineers.

Inspecting and Mustering Officer.

*NOTE.—It is made the special duty of the inspecting and mustering officer to add the appropriate remarks according to the facts determined in the course of his inspection, with such other remarks as may be necessary or useful for the information of the War Department. He will also see that the roll is signed by the proper officer; that the absentees are recorded in the column provided for that purpose, and that the roll in the main is correct.

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All officers, noncommissioned officers, and others concerned in the preparation of this roll, are enjoined to exercise great care to make the roll complete. When filed in The Adjutant General's Office, the roll will become the record to which reference will thereafter be made in the investigation and settlement of claims or questions affecting the officers and enlisted men whose names are borne on the roll, and their heirs, for the period covered by it.

INSTRUCTIONS FOR THE PREPARATION OF MUSTER ROLLS.

1. **NAMES TO BE ENTERED ON ROLL.**—All officers and enlisted men will be taken up on the rolls from the date of receipt of notice of their assignment by competent authority, whether they have yet joined or not, and will be entered in the following order: First, commissioned officers belonging to the organization in order of rank; second, commissioned officers attached to the organization in order of rank; third, noncommissioned officers in the order of the grades given in paragraph 9, A. R., the names under each grade heading appearing in the order of the dates of warrants; fourth, all others, except musicians and privates, in alphabetical order of grade; fifth, musicians; sixth, privates. The names of the men under each grade heading, except noncommissioned officers, will appear alphabetically. [Lance corporals will be carried under the heading of privates.] The names and the grade headings (1st sergeant, quartermaster sergeant, sergeants, corporals, etc.), which will precede the names under each different grade, will follow one another without interval except when made necessary by the use of two or more lines in the column for "Remarks," after a name. In all cases the last name will be written first, e. g., Smith, John A., not John A. Smith. In the case of recruits forwarded from recruit depots, the receipt of the descriptive and assignment card will be considered as the notice of assignment. Care will be taken to have names of soldiers and dates of enlistment correct. The names of officers attached to an organization will be borne on the muster rolls of the organization to which attached, but the names of the enlisted men attached will not be borne on the muster rolls of the organization but on a separate (detachment) roll.

2. **REMARKS.**—Under the head of "Remarks" will be carefully stated opposite the name of the person concerned:
   - (a) **Assignment.**—The date when any assignment takes effect, with number and source of order therefor;
   - (b) **Date of Joining.**—The date that any officer or enlisted man joins, whether originally or from any absence, and, if originally, the source of gain;
   - (c) **Command, Assignment to or Relief from.**—The date an officer assumes or is relieved from any command;
   - (d) **Changes of Rank or Grade.**—All changes of rank or grade, with dates of changes, and numbers; and sources of orders;
   - (e) **Sentences.**—All sentences, with dates of same and numbers and sources of orders;
   - (f) **Absence.**—All cases of absence of twenty-four hours or more, the nature and commencement of, and periods authorized, with numbers and sources of orders; and this will be stated on the first roll, and on subsequent rolls, while such absences continue, will be noted ....., since..... See roll (period) ....., 191..; and in
     (Nature of absence.) (Month, date, year.) (First roll bearing entry.)
     case of absence on detached service, sick, or in confinement, the place of absence will be set forth;
   - (g) **Injuries or Wounds.**—All injuries or wounds received during the period covered by the roll, and whether or not contracted in line of duty;
   - (h) **Confinement.**—All cases of confinement, with dates; and when by civil authority the nature of the offenses, whether prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted;
   - (i) **Medal of Honor and Certificate of Merit.**—On the first muster roll after receipt of notice of the award of a medal of honor or certificate of merit, the fact of the award, together with the date of the engagement and the cause of the award, will be noted;
   - (k) **Discharge.**—Opposite the name of every soldier discharged will be noted whether he was honorably discharged, dishonorably discharged, or discharged; whether or not his service was honest and faithful; the character given on the discharge certificate, or if none so state; all unauthorized absences exceeding one day, also absences from duty on account of sickness, the result of misconduct, and while serving sentence of a court-martial and the time held in confinement awaiting said sentence, with dates, or if no such absences are of record that fact will be stated. When the reenlistment of a soldier is not recommended, that fact and the reasons for such action will be noted on the roll, except in the case of a soldier discharged on surgeon's certificate of disability.

3. **CHANGES SINCE LAST MUSTER:**
   - (a) **Those Who Have Ceased to Belong to the Command.**—The names of those belonging to the command will be immediately followed by those of the officers and enlisted men who have ceased to belong to it since last bimonthly muster. These will be classed in the following order: Discharged, transferred, died, retired, deserted, dropped; and the utmost particularity will be observed in the remarks concerning them; dates and places will in every case be given; and numbers, and sources of orders, or description of authority, be always carefully given. When transferred to the Army Reserve, the character given on the descriptive card will be stated, and if transferred prior or subsequently to the date on which he was eligible for transfer the reasons therefor will be given. Under each heading the names will appear in the order prescribed in Instruction 1.
   - (b) **Retention Beyond Date of Enlistment.**—When soldiers are retained in service beyond the period for which they were enlisted, as shown by the date of their enlistments, the cause of such retention will be stated.
   - (c) **The Names of Soldiers Discharged and Reenlisted,** or who have deserted and rejoined from desertion since last bimonthly muster, will be placed both in the body of the roll and under the appropriate headings as having been discharged, having deserted, etc.
   - (d) **Deserters.**—The date and place of the return of a deserter to military control, whether he surrendered to or was apprehended by the military or civil authorities, and in the latter case the date of surrender or apprehension, will be noted on the first roll. On subsequent rolls until the result of the trial has been published, or the case otherwise disposed of, will appear the remark "Awaiting trial (or result of trial) for desertion. See roll for ....., 191.." On the rolls following the final disposition of the case will appear the data given on the first roll, and also the date, with number and source of the order announcing the man's return to duty or the result of the trial, including nature of offense of which convicted. [Note.—The restoration to duty without trial of a deserter by competent authority, i. e., the commander who would have been authorized to direct his trial, entailing the imposition of the forfeitures and stoppages prescribed by Army Regulations, can be ordered only in case the desertion is admitted, and must not be confused with the removal, by the order of such a commander or the War Department, of a charge of desertion erroneously entered on the rolls against a soldier, such removal operating to relieve him from any and all stoppages to which he may have been subjected on account of his supposed desertion.]
   - (e) **Desertion and Fraudulent Enlistment.**—(1) Upon the apprehension or surrender of a soldier there will be noted on the first roll of the organization from which he deserted the date of apprehension or surrender, the name under which he fraudulently enlisted, and the place where confined awaiting trial; and on roll of organization in which serving fraudulent enlistment, the date of apprehension or surrender, the organization from which soldier deserted, and the name under which he served therein. (2) If convicted of desertion and fraudulent enlistment and sentenced to be dishonorably discharged, the soldier will be discharged from the organization from which he originally deserted, as of name and date of enlistment under which he was serving therein, and his name dropped from the records of the organization in which fraudulently serving. (3) If not dishonorably discharged but held to serve balance of legal enlistment, the soldier will be held as of the name and date of that enlistment and his name dropped from the records of the organization in which he was serving under fraudulent enlistment. (4) If held to service as of fraudulent enlistment and ordered discharged from enlistment from which he deserted, the soldier will be discharged from the organization from which he deserted and held to service as of the date and name under which he fraudulently enlisted. 3—252

4. **ABBREVIATIONS.**—The abbreviations authorized in the preparation of the pay roll may be used on the muster roll.

5. **EXTRA SHEETS.**—If additional space be found absolutely necessary, the roll will be enlarged by stitching into the middle of it an extra sheet or sheets, Form No. 61-1, A. G. O., provided for that purpose. Under no circumstances will half sheets be used or pieces of paper be attached to the roll. Paper fasteners, wire, or paste will not be used in joining the sheets of the roll.

6. **USE OF TYPEWRITER OR LEAD PENCIL IN THE PREPARATION OF ROLLS.**—The preparation of muster rolls on a typewriting machine is authorized provided a black record ribbon of standard quality is used. The original copy of the roll will be forwarded to The Adjutant General's Office. Carbon copies of rolls will not be forwarded to that office. Rolls will not be prepared or signed with lead pencil of any kind.

7. **DOTS AND "DITTO."**—The use of dots and the word "ditto" is prohibited.

8. **RULED COLUMNS.**—The ruled columns will not be used for purposes other than as stated in these instructions or indicated in the printed headings.

9. **CORRECTION OF ROLLS.**—Corrections on muster rolls, after muster and before they have been forwarded to The Adjutant General of the Army, will only be made with the approval of the mustering officer. Retained rolls will not be changed until authority therefor has been obtained from The Adjutant General.

10. **DETACHMENTS.**—This roll will not be used to muster detachments.

11. **DISPOSITION MADE OF ROLLS.**—Within three days after each bimonthly muster, the mustering officer will forward to The Adjutant General of the Army a copy of the muster roll of each company, battery, troop, or detachment. A duplicate of the muster roll will be retained. Blanks will be supplied from the Adjutant General's Department. The roll for The Adjutant General's Office will be folded evenly in three folds, with the brief on the outside. It will not be folded or creased to fit an envelope, but will be mailed in an envelope of the proper size or in a wrapper made especially for the purpose.

A SHEET OF MODEL REMARKS WILL BE FURNISHED UPON APPLICATION TO THE ADJUTANT GENERAL OF THE ARMY.

MUSTER ROLL

of ....COMPANY "D"....

of the FIFTH ENGINEERS OF ENGINEERS

from the 30th *day of* JUNE, 1917

to the 31st *day of* AUGUST, 1917

Form No. 61, A. G. O.
Ed. Aug. 16-1—50,000.

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12(a). MUSTER ROLLS.

See Form No. 6, —, A. G. O.

			effective sd. Aptd Sup Sgt fr Sgt Aug 20/17, CO 24, 1917, effective sd.
Stable Sargeant			
1. Dexeter, Ambrose L.	15 July 14		Transferred as Sgt fr Sgt Co "B" this Regt Aug 15/17 RO 63, 1917. Joined sd. Aptd Stab Sgt fr Sgt Aug 16/17 CO 23, 1917, effective sd.
Sergeants			
1. Brady, Patrick J.	28 July 14		
2. Stanley, John E.	13 May 15		Rd fr Ms Sgt to Sgt Aug 1/17 CO 21, 1917, effective sd.
3. Yonkers, Joseph S.	4 June 15		Aptd Sgt fr Corp Aug 5/17 RO 64, 1917, effective sd.
Corporals			
1. Humboldt, Jacob	4 Nov 16		
2. North, Earl J.	21 Dec 14		Sick not LDGO 31/12 fr Aug 6 to 14/17, Inc.
3. Jasper, George N.	7 Mar 16		Aptd Corp fr Ck Aug 5/17 RO 64, 1917, effective sd.
Horseshoer			
1. Kramer, Isaac	4 Apr 16		Forfeit 5 days pay SC Aug 27/17.
Bugler			
1. Wilson, Arthur F.	28 Apr 15		In hands of CAuth fr July 12 to Aug 6/17. Drunk and disorderly. Convicted. To have 1/3 of his pay detained until he is discharged fr his current enl SC Aug 8/17.
Saddler			
1. Hammer, Rodney C/	15 June 15		
Cook			
1. Mould, Waldo	6 Oct 16		Aptd Ck fr Pvt 1cl Aug 5/17 CC 23, 1917, effective sd.

NAMES, PRESENT AND ABSENT, AND RANK. (Commissioned and noncommissioned officers according to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
Privates 1st Class			
1. Aaron, John Q.	28 Mar 16		Aptd Pvt 1cl fr Pvt Aug 5/17, CO 23, 1917, effective sd.
2. Bonnie, Edward S.	22 Apr 17	Absent	On DS at Ft. Jay, N.Y., since July 31/17, under provisions Par. 15, SO 199, E Dept July 12/17 and SOP 86, 1917/
3. Furlong, Samuel L.	8 Oct 16		Rd fr Sgt 1cl to Pvt Aug 5/17 BO 64, 1917, effective sd. Aptd Pvt 1cl fr Pvt Aug 20/17 CO 24, 1917.
4. Jackson, Ellis C.	26 Oct 15		Transferred as Pvt fr Sgt Co "F" this Regt Aug 10/17 BO 68, 1917. Joined sd. Aptd Pvt 1cl fr Pvt Aug 12/17 CO 26, 1917, effective sd.
5. Tasker, Montague C.	4 Dec 16		
Privates			
1. Becker, Ernest	16 Nov 14		Deserted at Wash. Bks. D.C., June 4/17. Surrendered to Mil control at Wash. Bks. D.C., Aug 5/17. Tried for desertion and acquitted GCMO 60 E Dept Aug 25/17.
2. Howard, Carl A.	14 May 15		
3. Miner, Everett B.	3 Aug 17		Recnl for Co Aug 3/17, joined sd.
4. Mocky, Jerry	14 Feb 15		Deserted Apr 14/17 at Wash. Bks. D.C., apprehended by CAuth, Alexandria, Va., returned to Mil control at Ft. Meyer, Va. July 31/17. Tried for desertion, found guilty, and sentenced to be confined at hard labor for 6 mos and forfeit 2/3 of his pay per mo for a like period GCMO 70

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			E Dept Aug 15/17.
Sosnowski, Andrew M.	22 Sep 16		Assgd to Co Aug 14/17, D&A Card, Joined sd
Vern, Joseph E.	31 Mar 16		Awol fr Aug 4 to 7/14. Rd fr Pvt 1cl to
			Pvt Aug 8/17 CO 24, 1917. effective sd.
Weitzer, Anton.	16 Dec 15		To be Rd fr Corp to grade of Pvt and
			forfeit 2/3 of his pay per mo for 2 mos
			SC Aug 12/17.
	CHANGES SINCE JUNE		30, 1917
Transferred			
1st Lieutenant			
Alton B. Smith			Transferred to Co "B" this Regt Aug 17/17,
			RO 66, 1917. On DS at Plattsburg Bks., N.Y.,
			fr Aug 1 to 17/17 SO 196, E Dept 1916.
Discharged			
Corporal			
Ennis, Thomas B.	14 June 16		Hon disch Aug 4/17 at Wash. Bks. D.C.,
			on SCD. Character "Excellent" service
			honest and faithful. No Awol or absence from
			duty under Act of April 27, 1914.
Privates			
Wingate, William B.	17 Mar 17		Disch Aug 26/17, at Wash. Bks. D.C., under
			provisions of Paragraph 148 1/2, Army
			Regulations, 1913, and on recommendation
			of Board of Officers aptd per SOP 187,
			1917, as approved by 2d Ind E Dept Aug
			23/17. No Awol or absence fr duty under

Form No. 61-I, A. G. O. (Extra-neat.)
Ed. Aug. 7-15—40,000.
To be used with Forms Nos. 21 and 61.

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Transferred			
Sergeant			
1. Graves, Robert A.	14 Oct 15		Transferred as Pvt to Aviation Section, Signal Corps, Aug 9/17, Par 11 SO 196,WD 1917.
Died			
Private 1st Class			
1. Burres, Adam R.	5 Apr 16		Died Aug 25/17 at Walter Reed General Hospital, Takoma Park, D.C., in line of duty. Aptd Pvt 1cl fr Pvt Aug 1/17, CO 21, 1917, effective sd.

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NAMES, PRESENT AND ABSENT, AND RANK (Commissioned and noncommissioned officers according to rank. Surnames of all enlisted men will precede Christian names. Privates of each class in alphabetical order.)	WHEN ENLISTED.	All present and mustered except those indicated in this column by the word ABSENT.	REMARKS.
			act of April 27, 1914. Character "Good".
			Service honest and faithful. Not recommended
			for reenlistment owing to inability to
			learn even the most elementary drills,
			such as the facings etc.
2. Walton, Wallace W.	15 Dec 15		Dishonorably disch Aug 22/17 at Ft. Meyer,
			Va/, forfeiting all pay and allowances due
			or to become due and to be confined at hard
			labor for 1 year. GCMO 73 E Dept Aug 20/17/
			Awol during enlistment fr Jan 1 to 6/16;
			absent fr duty under act of April 27, 1914,
			fr Jan 7 to 18/17. Charactor "Bad". Service
			not honest and faithful.
Furloughed to Reserve			
Privates			
Perry, Claude E.	9 Aug 13		Furloughed and transferred to Army Reserve
			Aug 8/17 under GO 11 WD 1913. Character
			"Very Good". Service Honest and Faithful.
			No AWOL or absence fr duty under act of
			April 27, 1914.
2. Glennen, James G, Jr.	13 Dec 15		Furloughed and transferred to Army Reserve
			Aug 9/17, in lieu of disch on account of
			dependency of relatives, under section 29,
			National Defense Act, June 3/16, and 4th
			Ind WD AGO dated Aug 3/17. Character
			"Excellent"/ Service Honest and Faithful.
			No AWOL or absence fr duty under act of
			April 27, 1914 during enlistment.

Do not write in this space. See Instruction 5. 3—2857

[Face.]

MODEL REMARKS FOR MUSTER ROLLS.

(NOTE.—These Model Remarks are intended as a guide for placing data on the muster rolls required by the printed instructions for the preparation of those rolls.)

ABSENCE.

(*a*) *Civil Authorities.*—In hands CAuth fr Jan 10 to Feb 3/14. Offense: Drunk and disorderly. Convicted (acquitted, released on bail, or released without trial).

(*b*) *Detached Service.*—DS since Jan 15/14 at HQE Dept. Par 15 SO 20 E Dept 1914.

(*c*) *Furlough.*—On one mos furlough since Aug 10/14. AR106.

(*d*) *Sick.*—(1) Sick in Walter Reed Gen Hosp July 5 to Aug 20/14. (2) Sick in PH Ft Jay, N Y, since May 10/14.

(*e*) *In Confinement.*—In confinement since Apr 20/14 at Ft Ontario, N Y. See Roll for Mar and Apr 1914.

(*f*) *With Leave.*—On 10 days' leave July 20-30/14. SOP 100 1914.

(*g*) *Without Leave.*—AWOL Aug 10 to 15/14 (or since Aug 10/14).

(NOTE.—Absence of less than 24 hours will not be noted.)

APPOINTMENTS CONTINUED IN FORCE.

(*a*) Reenl Wrnt as Sgt, and Apmt as 1st Sgt contd.

(*b*) Reenl Wrnt as Sgt (or Corp) contd.

(*c*) Reenl Apmt as Ck contd.

(NOTE.—Warrants and Appointments may be continued only when reenlistment is accomplished on the next day after discharge.)

APPREHENSION. (See DESERTION.)

ASSIGNMENT.

(*a*) Assigned to Co RSO 10 Mar 5/14, not yet joined.

(*b*) Joined by assignment May 14/14, SOP 20, 1914.

(*c*) Assigned to Co May 20/14 D and A Card joined Sd (or not yet joined).

ATTACHED. (In case of officers only.)

Attached to Co. Par 1 RSO 40, 1914 joined Aug 10/14.

CERTIFICATE OF MERIT.

Awarded C of M for saving the life of a comrade in a skirmish with Filipinos at Tayug, P I, Aug 10/13. GO 20 WD 1914.

(NOTE.—To be noted only on first roll after receipt of notice of award.)

CHANGE OF NAME.

Name changed fr John A Smith to Robert A Jones. Letter AGO July 10/14.

CHANGES OF RANK OR GRADE.

(*a*) Aptd Sgt Maj fr July 2/14. RO 20, 1914.

(*b*) Aptd Bn Sgt Maj fr Aug 2/14. Bn O 12, 1914, under AR 256.

(*c*) Aptd 1st Sgt fr Sgt Aug 5/14. CO 5, 1914.

(*d*) Aptd Sgt fr Corp Aug 1/14. RO 10, 1914.

(*e*) Aptd Corp fr Pvt July 5/14. CO 7, 1914, under AR 271, 275.

(*f*) Aptd Ck fr Pvt July 5/14. CO 6, 1914.

(*g*) Rd fr 1st Sgt to Sgt Aug 5/14. CO 5, 1914.

(*h*) Rd fr Sgt to Pvt and forfeit one mos pay SC July 20/14.

(NOTE.—All other changes of rank or grade will be reported in like manner.)

COMMAND.

(*a*) Comdg Co.

(*b*) Comdg Co since Aug. 15/14. SOP 25, 1914.

(*c*) Comdg Co Aug 10 to 13/14.

(*d*) Relieved fr command of Co Aug 15/14. Par 5, SO 100 WD, 1914.

CONFINEMENT.

In confinement July 2 to 6/14. SC July 2/14.

(NOTE.—See also under headings "*Absence*," "*Desertion*," and "*Sentences*.")

DEATH.

Died July 15/14, at Ft Jay, N Y.

DESERTION.

(*a*) Deserted July 5/14, at Ft Porter, N Y.

(*b*) Deserted July 5/14, at Ft Jay, N Y, apprehended July 19/14, by CAuth, Chicago, Ill, returned to Mil control at Ft Sheridan, Ill, July 20/14. Tried for desertion, found guilty, and sentenced to be confined at hard labor for 4 mos. GCMO 460 C Dept, 1914 (or tried for desertion and acquitted; or, tried for desertion and found guilty of AWOL only and sentenced to forfeit 2 mos pay and suffer a stoppage of $50 reward for apprehension and delivery). In confinement serving sentence.

(*c*) Apprehended Aug 5/14, at Albany, N Y, by Mil Auth. In confinement since that date awaiting trial or result of trial.

(*d*) *Restoration to duty without trial.*—In confinement fr July 4 to Aug 10/14 awaiting trial for desertion. Restored to duty without trial. Par 3, SO 64 E Dept, 1914.

(*e*) *Removal of charge.*—In confinement fr July 4 to Aug 10/14 awaiting trial for desertion. Charge removed as having been erroneously made. Par 5 SO 64 E Dept, 1914.

(*f*) *Desertion and fraudulent enlistment*—

(1) Upon the *first* roll following apprehension will be noted as follows:

On the roll of the organization from which he deserted: "Apprehended (or surrendered) July 1/14 while serving in ——— under the name of John A Jones; in confinement at Ft Logan, Colo, awaiting trial." On the roll of the organization in which serving fraudulent enlistment: "Apprehended (or surrendered) July 1/14 as Martin Brown, who deserted Nov 2/12 from ———; in confinement awaiting trial."

(2) See heading "Dropped" (*a*) for remarks in case of conviction of desertion and fraudulent enlistment and sentenced to be dishonorably discharged.

(3) See heading "Dropped" (*b*) for remarks if soldier is not dishonorably discharged, but held to serve out balance of legal enlistment.

(4) If such soldier be held to service as of his *fraudulent* enlistment and is ordered to be discharged from his enlistment from which he deserted. he will be discharged from the organization from which he deserted and held to service as of the date and the name under which he *fraudulently* enlisted.

(OVER)

[Back.]

MODEL REMARKS FOR MUSTER ROLLS—Continued.

DISCHARGE.

1. *Honorable.*

(*a*) *Expiration of service.*—Hon disch Aug 9/15, at Ft Jay, N Y, per ETS. Character: Excellent. Service honest and faithful. AWOL May 5 to 9/14 (or no AWOL). Absent fr duty Feb 5 to 10/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914). Retained in service to make good AWOL (or absence fr duty under GO 45 WD 1914, or for convenience of Government).

(*b*) *By Purchase.*—Hon disch Dec 30/15, at Ft Jay, N Y, par 2 SO 95 E Dept 1915. Character: Excellent. Service honest and faithful. AWOL Apr 11 to May 10/15 (or no AWOL). Absent fr duty July 6 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

(*c*) *By Order.*—Hon disch Sep 30/15, at Ft Jay, N Y, par 15 SO 98 WD 1915. Character: Very good. Service honest and faithful. AWOL July 3 to 10/15 (or no AWOL). Absent fr duty Aug 12 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

(*d*) *On Surgeon's Certificate of Disability.*—Hon disch Nov 30/15, at Ft Jay N Y, on SCD. Character: Good. Service honest and faithful. AWOL July 16 to 20/15 (or no AWOL). Absent fr duty Oct 16 to 30/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

2. *Discharge* (Sec. 3, Par. 150, A. R.)—Disch Nov 8/15, at Ft Jay N Y, par 4 SO 21 E Dept 1915 (or SCD, or ETS). Character: (That which may have been recorded on discharge certificate.) Service honest and faithful (or not honest and faithful). Is not recommended for reenlistment (stating the reasons therefor). AWOL Feb 3 to 10/15 (or no AWOL). Absent fr duty May 11 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

3. *Dishonorable.*—Dishon disch Dec 20/15, at Ft Jay, N Y, per GCMO 378 E Dept 1915. Service not honest and faithful. Character: (That which may have been recorded on discharge certificate.) Service not honest and faithful. AWOL June 3 to 20/15 (or no AWOL). Absent fr duty Oct 21 to 30/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914).

(*a*) *Dishonorable Discharge Suspended.*—Tried by GCM and sentenced to be dishonorably discharged, etc., per GCMO 1812 E Dept 1915. Sentence of dishon disch suspended. In conf at .....

DROPPED.

(*a*) Apprehended (or surrendered) May 20/14 as Martin Brown, who deserted Nov 2/12 fr ———; convicted of desertion and fraudulent enlistment and sentenced to be dishonorably discharged, etc. GCMO 450, E Dept, 1914. Dropped fr records July 1/14

(*b*) Apprehended (or surrendered) May 20/14 as Martin Brown, who deserted Nov 2/12 fr ———: held to serve out balance of his legal enlistment. Par 4 SO 75, WD, 1914. Dropped fr records July 1/14.

(*c*) Discovered to be a deserter fr the Navy (or Marine Corps) Aug 2/14. Dropped fr records Aug 20/14. Letter AGOWD Aug 17/14. (See par 133. AR.)

INJURIES OR WOUNDS.

Sick in PH Ft Jay, N Y, Aug 5 to 11/14 inc. Injured (or wounded) on target range Aug 4/14 LD (or not LD).

JOINING, DATE OF. (See "*Assignment*," "*Desertion*," "*Return from absence*," and "*Transfer*.")

MEDAL OF HONOR.

Awarded Medal of Honor for gallant and meritorious conduct at the battle of San Juan, Cuba, July 2/11. GO 40, WD, 1914.

(NOTE.—To be noted only on first roll after receipt of notice of award.)

RETURN FROM ABSENCE. (In cases of absence reported on last muster roll.)

Returned fr leave (or furlough, or AWOL, or absent, sick, or confinement, or DS) Aug 25/14.

RETIREMENT.

Retired Aug 10/15, at Ft Jay, N Y, par 1 SO 125 WD 1915.

SENTENCES.

(*a*) Forfeit $5 SC May 5/14.

(*b*) Forfeit $10 per mo for 6 mos and to be confined for same period fr Aug 2/14. GCMO 420, E Dept, 1914.

TRANSFER.

(*a*) Transferred as Sgt fr Sgt Co B this Regt July 10/14. RSO 7, 1914. Joined Sd.

(*b*) Transferred as Pvt fr Sgt Co B this Regt Aug 15/14. RSO 40, 1914. Joined Aug 17/14.

(*c*) Transferred to Co A 1st Inf Aug 20/14. Par 1, SO, 150 WD, 1914.

(*d*) Furloughed and transferred to Army Reserve Dec 20/15, under GO 11 WD 1913. Character: Excellent. Service honest and faithful. AWOL May 5 to 9/14 (or no AWOL). Absent fr duty Feb 11 to 20/15 under GO 45 WD 1914 (or no absence fr duty under GO 45 WD 1914). Retained to make good AWOL (or absence fr duty under GO 45 WD 1914).

Form No. 489, A. G. O.
Ed. Aug. 9-16—50,000.

13. PAY ROLLS.

(To be superseded.)

References.—General Order, No. 40, War Department, 1916; Army Regulations, 1913, paragraphs 116, 341, 345, 686, 687, 807–810, 1160, 1161, 1164, 1166, 1315, 1316, 1318, 1319, 1332, 1336–1341, 1345, 1357, 1370–1373.

(Fasten—here.)

Washington Barracks, D.C., August 31, 191 7
(Station.) (Date.)

I CERTIFY that this roll is made out as required by Army Regulations, and that the entries opposite each name are correct and just. Except as otherwise stated in "Remarks," each man whose name appears on this pay roll was last paid to July 31, 191 7 by Capt. K.B. Oliver, QMC., QM, USA.

John A. Dodd
Capt. Corps of Engrs.
Commanding Organization.

August 31, 191 7
(Date.)

I CERTIFY that I have this day mustered this organization, and find all present and absent are accounted for on this roll as required by Army Regulations.

J.A. Wood
Colonel, Corps of Engineers
Inspecting and Mustering Officer.

I CERTIFY that I witnessed the payment of this roll and that prior to the signing of this certificate each man received the amount set opposite his name, with the exception of those men marked "Not paid."

Capt. Corps of Engrs.
Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the pay roll which bears signatures of the men for payment in cash.

I CERTIFY that this roll is a true copy of the roll upon which payment, witnessed by me, was made, excepting as to the signatures in the receipt column and the certificate as to witnessing the payment thereof.

Capt. Corps of Engrs.
Commanding Organization.

NOTE.—This certificate to be signed only on the copy of the roll not receipted, and which constitutes the quartermaster's retained voucher.

(Fasten—here.)

Voucher No. .....

Paid ..... (Name of quartermaster.) ....., 191

PAY ROLL

OF

Company "D" 5th Regiment of Engineers
(Organization.) (Regiment.)

Washington Barracks, D.C.
(Station.)

For month of AUGUST, 191 7

Pay of Army, 191 - - - $

Pay of Army, 191 - - - $

Pay of Army, 191 - - - $

Pay of ....., 191 , $

Amount: .....

Collections: Quartermaster's, $ ..... Post Exchange, $ ..... Post Laundry, $ .....

Paid in cash, $ .....

TOTAL, $ .....

THIS ROLL NOT TO BE FOLDED.

(Fasten—here.)

Post Exchange collections hereon paid by checks dated ....., as follows:

Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....

Post Laundry collections hereon paid by checks dated ....., as follows:

Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....
Ft. ....., $....., No. .....
on .....

WAR DEPARTMENT.
Form No. 866.
Approved by the Comptroller of the Treasury
April 8, 1912.

C2—3104

Page 2.

PAY ROLL OF Co. "D" 5th Regt. of Engrs., from Aug. 1, 1917, to Aug. 31, 1917
(Organization.) (Regiment or Corps.)

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1 1st Sergeant			
2 Flanders, August P.	Aug 14/17	5	Disch Aug 13/17, Wrnt as Sgt snd apmt as 1st
3			Sgt contd. ER May 4/16 RO 44, 1916. Pay due
4			fr reenl.
5 Sergeants 1st Class			
6 Stern, Belmont A.	Apr 14/15	4	Ss. Aptd Sgt 1cl fr Sgt RO 64 Aug 5/17, eff-
7			-ective sd. Due US: Ord 12¢. Last pd to June
8			30/17 by Capt. K.B. Oliver, QMC.
9 Hames, Howard A.	Aug 2/16	2	ER. Due US: RS, 50¢. Due Sol pay as ER for
10			mo of July/17 erroneously omitted fr July/17
11			pay roll.
12 Mess Sergeant			
13 Fields, Dudley M.	June 5/14	5	Ss. Aptd Ms Sgt fr Sgt O 21, Aug 1/17, effect-
14			-ive sd. Alots $12 per mo for 12 mos fr Aug
15			1/17 to July 31/18, letter CQMG dated Aug
16			16/17.
17 Supply Sergeant			
18 Morely, Elmer N.	Jan 6/15	7	Mn. Aptd Sgt fr Pvt 1cl RO 66, Aug 17/17
19			effective sd. Aptd Sup Sgt fr Sgt O 24 Aug
20			20/17, effective sd.
21 Stable Sergeant			
22 Dexeter, Ambrose L.	July 15/14	3	ER. Transferred as Sgt fr Sgt Co "B" this ...
23			Regt RO 63 Aug 15/17 effective sd. Aptd Stab
24			Sgt fr Sgt O 23 Aug 16/17, effective sd. Due
25			Co Fund Co "B" 5th Engrs $6.20.

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3—2466 [These Columns are for Use of Quartermaster Only.]

[For Use by Accounting Officers and, When Necessary, for Notations by Quartermaster and Witnessing Officer.]

Post Laundry.	Post Exchange.	Allotments.	Total Amount Due.	Amount of Stoppages.	Balance Paid.	Received Payment, in Cash, of (Not to be signed in duplicate.)	C. M. Fines.	Transp'n.	C. O. & G. E.	Reg. Q. M. Sup's.	Subs.	Ordnance.
						1						
						2 August P. Flanders						
						3						
						4						
						5						
						6 Belmont A. Stern						
						7						
						8						
						9 Howard A. Eames						
						10						
						11						
						12						
						13 Dudley M. Fields						
						14						
						15						
						16						
						17						
						18 Elmer N. Morely						
						19						
						20						
						21						
						22 Ambrose L. Dexeter						
						23						
						24						
						25						

(Fasten along this edge.)

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	NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1	Sergeants			
2	Brady, Patrick J.	July 28/14	3	Ss. Alots $10 per mo for 12 mos fr Apr 1/17
3				Alot discontd with July 31/17 letter OQMG
4				dated Aug 15/17.
5	Stanley, John E.	May 13/15	3	Mm. Rd fr Ms Sgt to Sgt O 21 Aug 1/17, effect-
6				-ive sd.
7	Yonkers, Joseph S.	June 4/15	7	Ss. Aptd Sgt fr Cprp RO 64, Aug 5/17, effect-
8				-ive sd. Due US Engineer property $1.09.
9	Corporals			
10	Humboldt, Jacob	Nov 4/16	3	
11	North, Earl J.	Dec 21/14	2	Mm. Sick not LDGO 31/12 Aug 6 to 14/17, Inc.
12	Jasper, George N.	Mch 7/16	2	Aptd Corp fr Ck RO 64 Aug 5/17 effective sd.
13				Last pd to June 30/17 by Capt. K.B. Oliver,
14				QMC.
15	Horseshoer			
16	Kramer, Isaac	Apr 4/16	4	Forfeit 5 days pay SC Aug 27/17.
17	Bugler			
18	Wilson, Arthur F.	Apr 28/15	6	Ss. In hands of CAuth fr July 12 to Aug 6/17
19				convicted. To have 1/3 of his pay for 1 mo
20				detained until he is discharged fr his cur-
21				-rent enl SC Aug 8/17.
22	Saddler			
23	Hammer, Rodney C.	June 15/15	3	Ss.
24	Cook			
25	Mould, Waldo	Oct 6/14	7	Aptd Ck fr Pvt 1cl O 33, Aug 5/17, effective
				sd.

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WAR DEPARTMENT.
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Approved by the Comptroller of the Treasury February 16, 1914.

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3—3406 [These Columns are for use of Quartermaster Only.]

[For Use by Accounting Officers and, When Necessary, for Notations by Quartermaster and Witnessing Officer.]

Post Laundry.		Post Exchange.		Allotments.		Total Amount Due.		Amount of Stoppages.		Balance Paid.		Received Payment, in cash, of (Not to be signed in duplicate.)	C. M. Fines.	Transport'n.	C. O. & G. K.	Reg. Q. M. Sup's.	Subs.	Ordnance.
												1						
												2 Patrick J. Brady						
												3						
												4						
												5 John E. Stanley						
												6						
												7 Joseph E. Yonkers						
												8						
												9						
												10 Jacob Humboldt						
												11 Earl J. North						
												12 George N. Jaspor						
												13						
												14						
												15						
												16 Isaac Kramer						
												17						
												18 Arthur F. Wilson						
												19						
												20						
												21						
												22						
												23 Rodney C. Hammer						
												24						
												25 Waldo Mould						

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NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1 Privates 1st Class			
2 Aaron, John Q.	Mch 28/16	7	Aptd Pvt 1cl fr Pvt O 23 Aug 5/17 effective
3			sd.
4 Bennie, Edward S.	Apr 22/17	2	Mn. DS.
5 Furlong, Samuel L.	Oct 8/16	5	ER. Rd fr Sgt 1cl to Pvt RO 64 Aug 5/17, effe-
6			ctive sd. Aptd Pvt 1cl fr Pvt O 24 Aug 20/17
7			effective sd.
8 Jackson, Ellis C.	Oct 26/15	3	Transferred as Pvt fr Sgt Co "F" this Regt
9			RO 68, Aug 10/17, O received at station of
10			Scl sd. Aptd Pvt 1cl fr Pvt O 26 Aug 12/17
11			effective sd.
12 Tasker, Montague C.	Dec 4/16	4	Due US $15.18 Trans fr Albany, N.Y., to Wash-
13			ington, D.C., furnished by Capt. Snell, QM
14			T/R No 7665, July 30/17; for telegram to AGO
15			30d. Last pd to June 30/17 by Capt. K.B.
16			Oliver, QMC.
17 Privates			
18 Becker, Ernest	Nov 16/14	1	Ss. Deserted at Wash Bks DC June 4/17. Surr-
19			endered at Wash Bks DC Aug 5/17. Tried for
20			desertion and acquitted GCMO 60 E Dept Aug
21			Aug 25/17. Last pd to May 31/17 by Capt. K.B.
22			Oliver, QMC.
23 Howard, Carl A.	May 14/15	5	Sb O Aug 1 to 31/17, 31 days, worked 5
24			Sundays.
25			

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3—2466 [These Columns are for Use of Quartermaster Only.]

[For Use by Accounting Officers and, Where Necessary, for Notations by Quartermaster and Witnessing Officer.]

Post Laundry.	Post Exchange.	Allotments.	Total Amount Due.	Amount of Stoppages.	Balance Paid.	Received Payment, in Cash, of (Not to be signed in duplicate.)	O. M. Fines.	Transp't'n.	C. O. & G. E.	Reg. Q. M. Sep's.	Subs.	Ordnance.
						1						
						2 John Q. Aaron						
						3						
						4 [redacted]						
						5 Samuel L. Furlong						
						6						
						7						
						8 Ellis C. Jackson						
						9						
						10						
						11						
						12 Montague C. Tacker						
						13						
						14						
						15						
						16						
						17						
						18 Ernest Becker						
						19						
						20						
						21						
						22						
						23 Carl A. Howard						
						24						
						25						

Page 8

NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1 Privates Continued			
2 Miner, Everett B.	Aug 3/17	2	Due Sol bonus for reenl. Former service: Enl
3			Aug 3/13; disch in US completion of 4 years
4			service Aug 2/17 fr Co "D" 5th Engrs as Pvt
5			1cl. 1st Enl period. Pay due fr enl.
6 Mocky, Jerry	Feb 14/15	2	Deserted at Wash Bks DC April 14/17. Apprehen-
7			ended by CAuth and delivered at Ft. Myer, Va.
8			July 31/17. $50 reward pd for apprehension
9			and delivery. Due US at date of desertion,
10			Cl e, $10.50; PE Wash Bks DC $5. Convicted of
11			desertion and sentd to be confined at hard
12			labor for 6 mos and forfeit 2/3 of his pay
13			per mo for a like period GCMO 70 E Dept Aug
14			15/17. Last pd to Mch 31/17 by Capt. K.B.
15			Oliver, QMC.
16 Sosnowski, Andrew M.	Sep 22/16	1	Assgd to Co Aug 14/17 D&A Card. Due RR Ft.
17			Slocum NY $3.80. Last pd to July 31/17 by
18			Capt. A.B. Jencks, QMC.
19 Vern, Joseph E.	Mch 31/16	1	Awol fr Aug 4 to 7/17. Rd fr Pvt 1cl to Pvt
20			O 24 Aug 8/17, effective sd.
21 Weitzer, Anton	Dec 16/15	3	To be Rd fr Corp to grade of Pvt and forfeit
22			2/3 of his pay for 2 mos SC Aug 12/17. Due
23			US: Signal property $6.25
24			
25			

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3—2466 [These Columns are for Use of Quartermaster Only.]

[For Use by Accounting Officers and, When Necessary, for Notations by Quartermaster and Witnessing Officer.]

Post Laundry.		Post Exchange.		Allotments.		Total Amount Due.		Amount of Stoppages.		Balance Paid.		Received Payment, in Cash, of (Not to be signed in duplicate.)		C. M. Fines.	Transp'n.	C. C. & G. E.	Reg. Q. M. Sup's.	Subs.	Ordnance.
												1							
												2 Everett B. Miner							
												3							
												4							
												5							
												6 Jerry Mocky							
												7							
												8							
												9							
												10							
												11							
												12							
												13							
												14							
												15							
												16 Andrew L. Sosnowski							
												17							
												18							
												19 Joseph E. Vern							
												20							
												21 Anton Weitzer							
												22							
												23							
												24							
												25							

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NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1 LOSSES			
2 Discharged			
3 Corporal			
4 Ennis, Thomas B.	June 14/16	2	Honorably disch Aug 4/17 on SCD 2d Ind AGO
5			WD Aug 1/17.
6 Privates			
7 Wingate, William B.	Mch 17/17	1	Disch Aug 26/17 under provisions of Par.
8			148½ AR 1913, and 2d Ind E Dept Aug 23/17.
9 Walton, Wallace W.	Dec 15/15	1	Dishonorably disch. at Ft. Myer, Va. Aug 22/17
10			forfeiting all pay and allowances due or to
11			become due and to be confined at hard labor
12			for 1 year GCMO 73 E Dept Aug 20/17. Due FE
13			Wash Bks DC $4. Last pd to Apr 30/17 by Capt
14			K.B. Oliver, QMC.
15 Furloughed to Reserve			
16 Privates			
17 Perry, Claude E.	Aug 9/13	1	Furloughed Army Reserve Aug 8/17 in accord-
18			ance with GO 11 WD 1913 as amended.
19 Glennen, James G. Jr.	Dec 13/15	1	Furloughed to Army Reserve on account of
20			dependency of relatives, in lieu of disch
21			under section 29, National Defense Act, June
22			3/16, per auth 4th Ind WD AGO Aug 3/17.
23			Furloughed Aug 9/17.
24			
25			

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Approved by the Comptroller of the Treasury February 16, 1914.

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NAMES, PRESENT AND ABSENT, AND RANK.	WHEN ENLISTED.	ENLISTMENT PERIOD.	REMARKS.
1 Transferred			
2 Sergeant			
3 Graves, Robert A.	Oct 14/15	4	Transferred as Pvt to Aviation Section,
4			Signal Corps, per SO 196 WD 1917. O received
5			at station of Scl Aug 9/17.
6 Died			
7 Private 1st Class			
8 Burres, Adam R.	Apr 5/16	2	Aptd Pvt 1cl fr Pvt O 21 Aug 1/17, effective
9			sl. Died at Walter Reed General Hospital,
10			Takoma Park, D.C. Aug 25/17, in line of duty.
11			
12			
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14			
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21			
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23			
24			
25			
			3—2498

WAR DEPARTMENT.
Form No. 366 a.
Approved by the Comptroller of the Treasury February 16, 1914.

GENERAL ORDERS, No. 40. } WAR DEPARTMENT, *Washington, August 30, 1916.*

The instructions for the preparation of Army pay rolls and authorized abbreviations published as Quartermaster Corps Form No. 70, and model remarks for Army pay rolls published as Quartermaster Corps Form No. 69, are hereby rescinded, and the following is published in their stead for the information of all concerned:

INSTRUCTIONS FOR THE PREPARATION OF ARMY PAY ROLLS.

1. The pay rolls are not only the guide for the immediate payment of the troops interested, but when filed in the Treasury Department they become the record to which reference will thereafter be had in the investigation and settlement of claims or questions affecting the pay of the men whose names are borne thereon for the period involved. All officers are therefore enjoined to exercise every care to make the pay rolls with which they are concerned complete in every detail.

2. Composition of a Pay Roll.

A pay roll will be made up of one copy of War Department Form No. 366 and as many forms 366a as may be necessary, fastened together along the edge indicated by sewing or by means of a stapling machine or other permanent fastening, but not by use of glue or mucilage.

3. Number of Copies and Disposition of Same.

Pay rolls will be made out in triplicate, and dated from the first to the last day of the month. Two of the three copies (one being the signed roll) will be forwarded to the quartermaster and the third copy duly extended will be retained with the records of the organization.

4. Signing of Rolls.

Only one copy will be signed by the men, and when carbon copies are made the original will always be the copy to be signed. The roll to be signed will always be completed and fastened together before being signed. When it is known that payment is to be made by check none of the rolls will be signed by the men. Only men who are to be paid will sign the roll; those who for any reason are not to be paid will not sign; if, however, in such case, the roll be inadvertently signed, the signature will be erased. In cases of stoppages equaling or exceeding the pay due, complete data will be carried to the next succeeding rolls until a sufficient amount of pay is due to satisfy all stoppages and leave a balance for the soldier. (See par. 15 below.) If for any reason a soldier whose name appears on the pay roll does not sign the roll and is not to be paid by check, a line will be drawn through the space intended for his signature.

5. Typewritten and Carbon Copies Authorized.

The preparation of pay rolls on a typewriting machine is authorized provided a record ribbon is used. The making of carbon copies is also authorized, but they must be clear and legible throughout, and the original copy and the first carbon copy must be forwarded to the quartermaster, who will in turn forward the original copy, with his account current, to the Quartermaster General of the Army. Quartermasters will not be required to accept carbon copies that are not clear and legible throughout, and they are authorized to return illegible copies with request for legible ones.

6. Names to be Entered on Roll.

The names of officers of the Regular Army will not be entered on the roll, but all enlisted men will be taken up thereon from the date of receipt of notice of their assignment, whether or not they have yet joined, and will be entered in the column "Names, Present and Absent, and Rank," in the following order: First, noncommissioned officers, in the order of the grade given in paragraph 9, Army Regulations, 1913, the names under each grade-heading appearing in the order of the dates of warrants; second, all others, except buglers, first-class privates, and privates in alphabetical order of grade; third, buglers; fourth, first-class privates; fifth, privates. The names of the men under each grade-heading, except noncommissioned officers, will appear alphabetically. Lance corporals will be carried under the heading of "First-class privates" or "Privates," depending on the actual grade held

The names and the headings will follow one another without interval, except when made necessary by the use of two or more lines, in the column of "Remarks" after a name.

Men on detached service will be carried on the roll of the organization to which they belong in their proper place with remarks showing them on detached service and place, if known.

In all cases the last name will be written first, e. g., Smith, John A., and *not* John A. Smith. Care will be taken to have the names correctly spelled and the dates of enlistment correct, and the signatures must correspond exactly with the names in the column, "Names, Present and Absent, and Rank."

7. Detachment Rolls.

The names of men mustered for pay at stations where their companies or organizations are not mustered may be borne on one consolidated pay roll.

All detachment pay rolls for detachments composed of various organizations will show in a column ruled for that purpose the company, battery, troop, or other organization to which each man belongs.

8. Ruling Extra Columns.

The use of dots and the word "ditto" is prohibited, but when items of the same character, such as subsistence credit sales, clothing due United States, post exchange, and post laundry, are to be made against a sufficiently large number of men, columns may be ruled therefor in the space under "Remarks."

9. By Whom and to What Date Paid.

In the cases of soldiers who were last paid to a date different from that to which the organization was last paid, or by a different quartermaster, as shown by the certificate of the commanding officer on the first page, the date to which last paid and the name of the quartermaster will be stated against their names under "Remarks."

10. Column "Remarks"—Data Opposite Names.

All data affecting a soldier's pay will be entered in the column "Remarks" in the manner indicated under the caption "Model Remarks" below.

Only such remarks as affect a soldier's pay will be entered.

Opposite the name of the person concerned will be carefully noted—

(*a*) All changes of rank or grade. In case of appointment the number, date, and source of order will be stated; in case of reduction the date of receipt of order at soldier's station will also be stated.

(*b*) All authorized stoppages, fines, sentences, with number, date, and source of order.

(*c*) All cases of absence of enlisted men without leave or absence sick without pay for one day or more.

(*d*) All cases of confinement of one day or more by civil authorities and whether such prisoners have been held for trial, tried, or discharged without trial, and, when tried, whether acquitted or convicted, with dates of absence.

(*e*) Everything else affecting the pay of every enlisted man, so as to insure justice to him and to the United States.

As many lines as may be necessary to avoid crowding will be taken after each name, and only one line of written matter will be placed on one ruled line. When the matter is typewritten, remarks exceeding one line will be single spaced without regard to the ruled lines on the paper.

11. Clothing Account.

For regulations concerning the settlement of a soldier's clothing account, see paragraphs 1159–1169, Army Regulations, 1913.

12. Retention in Service Beyond Date of Enlistment.

When soldiers are retained in the service with the colors to make good time lost, the cause of such retention must be stated. In case a soldier who must be kept in the service beyond the date of expiration of term of enlistment in order to make good time lost and is in confinement at or after date of expiration of term of enlistment, the date of restoration to duty status, if so restored, will be stated.

13. Changes Since Last Muster for Pay.

(*a*) Names of men belonging to a command will be immediately followed by those of the men who have ceased to belong to it since last muster for pay. These will be classed in the following order: (1) Discharged, (2) furloughed to the reserve, (3) transferred, (4) died, (5) retired, (6) deserted, (7) missing. Under each heading the names will appear in the order prescribed in paragraph 6 above.

(*b*) The character of discharge (honorably discharged, discharged, or dishonorably discharged) will be noted on the roll.

(*c*) In these cases: (1) Desertion; (2) dishonorable discharge; (3) discharged for desertion; (4) missing; (5) and discharge, honorable discharge, or furlough to the reserve when the stoppages equal or exceed the amount due soldier; the soldier's account will be stated in full, showing rank or grade, date to which last paid, and by whom. All stoppages and charges (special care being taken to note all dues to post exchanges, company fund, etc.), and credits for deposits, etc., and the balance due the United States or due the soldier on account of clothing, and when the desertion, discharge, or furlough occurs within the first six months of enlistment the money value of clothing drawn since enlistment must also be stated; also dates and places will be given, the number, date, and source of order or other authority.

(*d*) In case of honorable discharge (except as prescribed in (*c*) above and (*e*) below), discharge or furlough (except as prescribed in (*c*) above), transfer, death, or retirement, only the rank or grade, the date of discharge, furlough, transfer, death, or retirement, and the number, date, and source of the order or other authority will be given.

(*e*) The names of men who are discharged during the period covered by the pay roll and who reenlist in the same company during that time will be carried in the body of the roll only.

14. Deserters.

The name of a soldier who has joined from desertion since last muster for pay will be placed in the body of the roll only. The following data will appear on the first roll: The same data that appeared on the rolls on which the soldier was dropped as a deserter; a statement of his new account opened after date of return to military control (the account at date of desertion and the account since return to military control being stated separately); the place and date of return to military control; and whether he was apprehended or surrendered. On subsequent rolls until the result of the trial has been published, or the case otherwise disposed of, will appear the remark, "Awaiting trial (or result of trial) for desertion. For statement of account, see rolls for ————, 191—." On the rolls following the final disposition of the case will appear a complete statement of the soldier's account at the date of such disposition of the case, the ante-desertion and post-desertion accounts to be stated separately, including the number, source, and date of the order announcing his return to duty, or the result of the trial.

The restoration to duty of a deserter by competent authority, namely, by the commander who would be authorized to direct that he be brought to trial, can be ordered only in case the desertion is admitted, and must not be confused with the removal (by the order of such commander or the War Department) of a charge of desertion erroneously entered on the rolls against a soldier.

15. When a soldier is not paid on a pay roll the organization commander must not attempt to settle the account by striking a balance between the undrawn pay and indebtedness, but the account as a whole must, except as provided in paragraph 14, be carried forward to succeeding rolls until the quartermaster can collect all dues to the United States and pay a balance to the soldier. (See A. R. 1374, 1913.)

16. Where changes occur in a quartermaster's figures in the "Balance paid" column, the company commander or officer witnessing the payment must certify in the margin of the roll the amount actually paid the soldier.

MODEL REMARKS FOR ARMY PAY ROLLS.

17. These model remarks are meant to cover only the more common cases. Cases arising not covered herein will be stated according to facts of record.

Any pay or allowances that may have accrued during a previous enlistment can not be paid by a quartermaster, but a claim for same must be made on the Auditor for the War Department.

18. Absence.

(*a*) *In hands of civil authorities.*—In hands CAuth fr Jan 10 to Feb 3/16, convicted (acquitted, released on bail, or released without trial).

(*b*) *Without leave.*—Awol Jan 10 to 15/16.

(1) Absence in the hands of civil authorities or without leave will be stated by dates of departure and return as above. The day of departure is a day of absence and day of return is a day of duty, without regard to hours, in case of enlisted men absent without leave or in hands of civil authorities. For example, "Awol Jan 10 to 15/16," is an absence of five days, January 10 the day the soldier left post being a day of absence and January 15 the day he returned to post being considered a day of duty. Hours of departure and return will not be stated. An absence of less than 24 hours will not be entered on the pay roll.

(*c*) *Sick, not in line of duty, G. O. 31, 1912, and 45, 1914.*—Sick, not LDGO 31/12 and 45/14, Jan 1 to 15/16, inc.

(1) G. O. 31, 1912, requires the inclusive dates sick to be stated as distinguished from the method of stating absence without leave indicated above. In deducting pay for time sick, quartermasters will treat the dates given as inclusive whether stated so or not.

19. Allotments.

(*a*) *Commencement.*—Alot $12 per mo for 20 mos fr Jan 1/16 to Aug 31/17.

(1) Allotments should begin with the first day of a month, except that no allotment will begin prior to date of current enlistment.

(2) An allotment should be entered on the pay roll for the month in which it commences without waiting for any report from the Quartermaster General that the allotment papers have been received.

(3) A soldier should not be allowed to allot his entire monthly pay, except for good reasons warranting such action, so that he may have at least a small balance due him each month to meet unforseen indebtedness.

(*b*) *Discontinuance.*—

(1) Alot $12 per mo for 20 mos fr Jan 1/16; almt discontd with Apr 30/17, letter QMG Apr 15/17.

(2) Almt of $12 per mo for 20 mos fr Jan 1/16, collected to Aug 31/17, discontd with May 31/17, letter QMG June 15/17. Due Sol $36 deducted for almt for June, July, and Aug /17.

(3) Discontinuances close on the last day of the month, unless a soldier deserts, severs his connection from active duty with the Army, or the allotment is discontinued before the end of the period of allotment. In all such cases his commanding officer will make immediate report direct to the Quartermaster General, as required by Army Regulation 1350, stating the date to which the allotment has been collected, and in case of desertion, discharge, furlough to the reserve, death, etc., the date thereof.

(4) An allotment should not be entered on pay rolls subsequent to the expiration of the period for which the allotment was originally made, except when necessary to secure deduction or collection of the allotment for a month or months within such period yet due.

20. Appointments.

(*a*) Aptd Sgt fr Corp R O 10 Jan 15/16.

(*b*) Aptd 1st Sgt fr Sgt O 5 Jan 10/16.

(*c*) Aptd Ck fr Pvt O 6 Jan 10/16.

(*d*) Aptd Corp fr Pvt O 7 Jan 20/16, under AR 275, the Co being absent from Regtl Hq (or AR 256 or 271, with statement that the company or battalion is serving away from regimental headquarters).

21. Appointments Continued in Force.

(*a*) Disch Jan 5/16 wrnt as Sgt contd.

(*b*) Disch Jan 4/16 wrnt as Sgt and apmt as 1st Sgt contd.

(*c*) Disch Jan 5/16 apmt as Ck contd.

(*d*) Warrants and appointments may be continued only when reenlistment is accomplished within 20 days after discharge.

22. Bonus For First Reenlistment.

(*a*) Due Sol bonus for reenl. Former service: Enl Jan 3/13; disch in US (give reason) Jan 2/17 from Co A 1st Inf as Pvt 1st enl period; SbO at date of disch drawing 35¢ per day ED pay.

(*b*) Reason for discharge must always be stated.

23. Certificate of Merit.

(*a*) *When awarded in current enlistment.*—On first roll and all subsequent rolls until first payment: C of M fr Jan 5/16 (giving date of meritorious service, not date of order promulgating same). On subsequent rolls: C of M.

(*b*) *When awarded in previous enlistment.*—On first roll and on all subsequent rolls until first payment: C of M fr Jan 10/10; pay due for same fr enl. On subsequent rolls: C of M.

24. Damage to Private Property.

(*a*) Due Harvey J. Thompson, Lake City, Minn., under 54th AW $8.65 for damage to private property per approved finding board of officers.

25. Desertion.

(*a*) When within six months of enlistment a soldier deserts, is discharged, or furloughed to the reserve under the circumstances named in section (*c*) of paragraph 13 above, the money value of clothing drawn since enlistment will be stated in remarks on the pay roll, in addition to the balance due the United States or the soldier. Also in such cases the remarks will show the amount due post exchanges, company fund, etc.

(*b*) *Simply desertion.*—Deserted at Ft Jay N Y Jan 10/16. Due US at date of desertion, Ord $1.52, C&GE $1.75; due Sol Clo $10; money value of clo drawn since enl $35 (having deserted in first six months of enlistment); due PE Ft Jay N Y $3. Last pd to Dec 31/15 by Capt. Howard. Awol during current enlistment Jan 5 to 8/16 (or No awol).

(*c*) *Acquittal.*—Deserted at Ft Jay N Y Aug 10/15. Surrendered at Ft Sheridan Ill Aug 30/15. Tried for desertion and acquitted GCMO 60 C Dept Oct 5/15. Last pd to June 30/15 by Maj Howard.

(*d*) *Not guilty of desertion, but guilty of absence without leave.*—Deserted at Ft Sheridan Ill Oct 10/15. Apprehended by C Auth and delivered at Madison Bks N Y Jan 5/16. Tried, found guilty of awol only and sentd to forfeit 2/3 of his pay per mo for 2 mos GCMO 70 E Dept Feb. 1/16. Last pd to Sep 30/15 by Capt Smith.

(*e*) *Sentence of desertion not involving dishonorable discharge.*—Deserted at Ft Missoula Mont June 5/15. Apprehended by CAuth and delivered at Ft McPherson Ga Jan 10/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10.50; PE Ft Missoula Mont $5; due sol for deps $10. (In case soldier deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required.) Convicted of desertion and sentenced to be confined at hard labor for 6 mos and forfeit 2/3 of his pay per mo for like period GCMO 150 E dept Apr 5/16. Last pd to May 31/15 by Maj Howard.

(*f*) *Sentence of desertion involving dishonorable discharge.*—Deserted at Ft Jay N Y Feb 5/16. Apprehended by CAuth and delivered at Ft Sheridan Ill Feb 27/16. $50 reward pd for apprehension and delivery. Due US at date of desertion: Clo $10; money value of clo drawn to date of desertion $35 (having deserted in first six months of enlistment). Clo drawn since apprehension $2 (or no clo drawn since apprehension); due PE Ft Jay N Y $3. Convicted of desertion and sentd to be dishonorably disch forfeiting all pay and allowances due and to be confined at hard labor for two years GCMO 36 C Dept Apr 3/16. Dishonorably disch at Ft Sheridan Ill Apr 5/16. Last pd to Jan 31/16 by Capt Taylor.

(*g*) *Restoration to duty without trial.*—Deserted at Ft Snelling Minn Jan 20/16. Surrendered at Vancouver Bks Wash Feb 5/16. Restored to duty without trial SO 64 West Dept Mch 6/16. Due US at date of desertion: Clo $10.50, PE Ft Missoula Mont $5; due sol for deps $10. (In case soldier deserts after six months from enlistment, statement of money value of clothing drawn at date of desertion not required. Last pd. to Dec. 31/15 by Capt Hood.

(*h*) *Removal of charge of desertion.*—Deserted Jan 12/16. Surrendered to military control Feb 10/16. Charge of desertion removed as erroneously made par 5 SO 30 E Dept Feb 15/16. Awol Jan 12 to Feb 10/16. Last pd to Dec 31/15 by Maj Jones.

26. Discharge, or Furlough to the Reserve.

(See sec. (*a*) par. 25, above.)

(*a*) Honorable.—Honorably disch (or furloughed to the reserve) Jan 6/15 per (give reason).

(1) In case of retention in active service to make good time lost, or for other reason, the reason for retention must be stated. Thus: Held to make good time lost by awol fr Jan 2 to 10/16.

(*b*) Discharge.—Disch Mch 4/16 by reason of imprisonment under sentence of a civil court par 6 SO 45 WD Feb 25/16.

(*c*) *Dishonorable, for offenses other than desertion.*—Dishonorably disch at Ft Sam Houston Tex Mch 5/16, forfeiting all pay and allowances due GCMO 110 S Dept Mch 1/16. Due Sol: Deps $150 Clo $16. D&FS for deps given. Last pd to Jan 31/16 by Capt Smith.

(*d*) *On surgeon's certificate of disability.*—Disch Jan 12/16 on SCD par 5 SO 7 WD Jan 10/16.

(*e*) *By purchase.*—Disch Jan 10/16 by purchase par 2 SO 3 C Dept Jan 4/16. (See G. O. 31, W. D., 1914.)

(*f*) *On account of a dependent parent* (see G. O. 31, W. D., 1914).—Disch Jan 25/16 on account of a dependent parent par 5 SO 20 WD Jan 24/16.

27. Extra Duty.

(See G. O. 59, W. D., 1915.)

(*a*) SbO Jan 1 to 31/16 26 days worked 1 holiday.
(*b*) SbO Jan 1 to 31/16 31 days worked 5 Sundays and 1 holiday.
(*c*) Clerk office C Def Art Engr Jan 1 to 31/16 26 days worked 1 holiday.

28. Foreign Service.

(*a*) Left US for PI Jan 5/16.
(*b*) Arrived in US from Alaska Jan 10/16.
(*c*) Foreign service increase begins on date of leaving US for foreign service and continues to date of return to US both dates inclusive.

29. Gunners, Rated Positions and Marksmanship Pay.

(*a*) Pay due soldier under these headings will be entered as the first remark on pay roll.
(*b*) Remarks should be entered on the pay rolls as prescribed by paragraphs 1343, 1344, and 1345, A. R.

30. Overpayment.

(*a*) Due US $5 overpaid as ER for Jan/16 on Vou 200 of Capt Doe for Feb/16.
(*b*) The nature of an overpayment must always be stated.

31. Quartermaster Supplies.

(*a*) Due US Clo $6.50.
(*b*) Due US C&GE $1.25.
(*c*) Due US RS 50¢.

32. Reductions.

(*a*) Rd fr 1st Sgt to Sgt O 6 Jan 10/16.
(*b*) Rd fr Sgt to Pvt RO 10 Jan 13/16 O recd sd.
(*c*) Rd fr Ck to Pvt O 7 Jan 12/16.
(*d*) Rd fr Corp to Pvt SC Jan 6/16.
(*e*) Rd fr Sgt to Pvt and to forfeit 2/3 of his pay per mo for 2 mos GCMO 150 E Dept Mch 2/16.

33. Retirement.

Retired Jan 25/16 par 1 S O 20 WD Jan 24/16.

34. Sentences.

(*a*) Forfeit 3 days pay SC Jan 5/16. (Date of approval by post commander.)
(*b*) To be confined for 3 mos and to forfeit 2/3 of his pay per mo for a like period GCMO 50 E Dept Mch 2/16. $20 deducted for Feb and Mch on Mch/16 roll. Unexecuted portion of sent remitted SO 55 E Dept Apr 5/16.
(*c*) In a case where the full amount of the sentence has not been deducted, the sum already stopped should be shown on next roll.

35. Subsistence Charges.

(*a*) All charges entered against enlisted men on account of subsistence must be concisely noted.
(*b*) Due US credit sales Sub/16 $1.50.
(*c*) Due US refundment of Sub/16 $3.
(*d*) Due US increased cost of rations Sub/16 $1.25.
(*e*) Due US com of rations $3 furnished by Capt Doe Ft Myer Va June 5/16.

36. Transfer.

(*a*) Transferred to 24th Inf Jan 20/16 pr 1 SO 10 WD Jan 15/16. (Under loss, transferred.)
(*b*) Transferred as Sgt fr Sgt Co B this Regt RO 7 Jan 25/16.
(*c*) Transferred as Pvt fr Sgt Co B this Regt RO 8 Jan 27/16. O recd at station of Sol Jan 30/16.
(*d*) Date of receipt of order at station where soldier is serving is the date the transfer takes effect. If the transfer of a soldier from one organization to another changes his rate of pay, the date of the receipt of the order at the post where he is serving must always be shown.

37. Transportation.

Due US $20 for trans fr New York City to Ft Snelling Minn furnished by Capt Doe QM T/R No 7565 Feb 1/16.

AUTHORIZED ABBREVIATIONS.

38. The following abbreviations cover most of the names, grades, or terms commonly used in the preparation of pay rolls, and under no circumstances will any other abbreviations be used for those stated below:

Branches of the service:
- Cavalry—Cav
- Coast Artillery—CA
- Dental Corps—DC
- Engineers—Engrs
- Field Artillery—FA
- Infantry—Inf
- Medical Corps—MC
- Medical Department—Med Dept
- Medical Reserve Corps—MRC
- Ordnance Department—Ord Dept
- Philippine Scouts—PS
- Porto Rico Regiment of Infantry—PRRI
- Quartermaster Corps—QMC
- Signal Corps—Sig Cps
- Veterinary Corps—VC

Departments, etc.:
- Eastern Department—E Dept
- Central Department—C Dept
- Hawaiian Department—H Dept
- Philippine Department—P Dept
- Southern Department—S Dept
- Western Department—West Dept
- War Department—WD
- Coast Defenses—C Def
- District—Dist
- Divisions—Div

Grades, etc.:
- Company—
  - Artificer—Art
  - Chief Mechanic—Ch Mec
  - Cook—Ck
  - Corporal—Corp
  - Farrier—Far
  - First Sergeant—1st Sgt
  - Horseshoer—Hs
  - Mechanic—Mec
  - Mess Sergeant—Mess Sgt
  - Musician—Mus
  - Private—Pvt
  - Private, first class—Pvt 1cl
  - Saddler—Sad
  - Sergeant—Sgt
  - Sergeant Major—Sgt Maj
  - Stable Sergeant—Stab Sgt
  - Supply Sergeant—Sup Sgt
  - Wagoner—Wag
- Battalion, Squadron, and Regimental—
  - Battalion (Squadron) Supply Sergeant—Bn (Sq) Sup Sgt
  - Battalion (Squadron) Sergeant Major—Bn (Sq) Sgt Maj
  - Color Sergeant—Col Sgt
  - Regimental Supply Sergeant—Regtl Sup Sgt
  - Regimental Sergeant Major—Regtl Sgt Maj
- Miscellaneous—
  - Assistant Engineer—Asst Engr
  - Casemate Electrician—Cm Elec
  - Chief Loader—Ch Load
  - Chief Planter—Ch Plan
  - Coxswain—Coxn
  - Electrician Sergeant, first class—Elec Sgt 1cl
  - Electrician Sergeant, second class—Elec Sgt 2cl
  - Engineer—Engr
  - Expert Rifleman—ER
  - Fireman—Fm
  - First-class Gunner—1cl Gun
  - First-class Sergeant—1cl Sgt
  - Gun Commander—Gn Comdr
  - Gun Pointer—Gn Ptr
  - Hospital Sergeant—Hosp Sgt
  - Marksman—Mm
  - Master Electrician—Mr Elec
  - Master Engineer, junior grade—Mr Engr jr gr
  - Master Engineer, senior grade—Mr Engr sr gr
  - Master Gunner—Mr Gun
  - Master Hospital Sergeant—Mr Hosp Sgt
  - Master Signal Electrician—Mr Sig Elec
  - Observer, first class—Obs 1cl
  - Observer, second class—Obs 2cl
  - Plotter—Plot
  - Quartermaster Sergeant—QM Sgt
  - Quartermaster Sergeant, senior grade—QM Sgt sr gr
  - Second-class Gunner—2cl Gun
  - Sergeant Major, senior grade—Sgt Maj sr gr
  - Sergeant Major, junior grade—Sgt Maj jr gr
  - Sergeant, first-class—Sgt 1cl
  - Sharpshooter—Ss

Months:
- January—Jan
- February—Feb
- March—Mch
- April—Apr
- August—Aug
- September—Sep

Months—Continued.
- October—Oct
- November—Nov
- December—Dec

Orders:
- Battery orders—O
- Company orders—O
- Current Series—Cs
- Field Orders—FO
- General Orders—GO
- General Orders, Coast Defenses—GO C Def
- General Orders, Post—GOP
- Regimental Orders—RO
- Special Orders—SO
- Special Orders, Coast Defenses—SO C Def
- Special Orders, Post—SOP
- Troop Orders—O
- Verbal Orders, Battery Commander—VOBC
- Verbal Orders, Company Commander—VOCC
- Verbal Orders, Post Commander—VOPC
- Verbal Orders, Regimental Commander—VORC
- Verbal Orders, Troop Commander—VOTC

Organizations:
- Battalion—Bn
- Battery—Btry
- Company—Co
- Headquarters Company—Hq Co
- Machine Gun Company—MG Co
- Noncommissioned Staff—NCS
- Noncommissioned Staff, Coast Artillery—NCSCA
- Post Noncommissioned Staff—PNCS
- Regiment—Regt
- Squadron—Sq
- Supply Company—Sup Co
- Troop—Tr

Titles, designations, and officers:
- Adjutant General—AG
- Adjutant General's Office—AGO
- Captain—Capt
- Colonel—Col
- Lieutenant—Lt
- Lieutenant Colonel—Lt Col
- Major—Maj
- Quartermaster—QM
- Quartermaster General—QMG
- Quartermaster General's Office—QMGO
- The Adjutant General, U. S. Army—AGA

Miscellaneous:
- Absent without leave—Awol
- Allotted—Alot
- Allotment—Almt
- Appointed—Aptd
- Appointment—Apmt
- Article of War—AW
- Artillery District—ADist
- Assistant—Asst
- Barracks—Bks
- Cent(s)—¢
- Certificate of merit—CofM
- Civil authorities, in hands of—In hands CAuth
- Classification—Class
- Clothing—Clo
- Clothing and garrison equipage—C&GE
- Commanding—Comdg
- Commutation—Com
- Continued—Contd
- Descriptive list—DL

Miscellaneous—Continued.
- Department—Dept
- Deposits—Deps
- Detached service—DS
- Detachment—Det
- Discharge / Discharged } Disch
- Discontinued—Discontd
- Enlistment—Enl
- Extra duty—ED
- Expiration of term of service—ETS
- Fort—Ft
- From—fr
- Garrison court-martial—Gar CM
- General court-martial—GCM
- Hawaiian Islands—HI
- Headquarters—Hq
- Hospital—Hosp
- Inclusive—Inc
- Indorsement—Ind
- Line of duty—LD
- Month(s)—mo(s)
- Ordnance—Ord
- Panama Canal Zone—Pan CZ
- Paid—Pd
- Paragraph—Par
- Philippine Islands—PI
- Post Exchange—PE
- Post Hospital—PH
- Post laundry—PL
- Qualification—Qual
- Quarters—Qrs
- Reappointed—Reaptd
- Reduced—Rd
- Received—Recd
- Reenlistment—Reenl
- Regimental—Regtl
- Regular supplies—RS
- Relieved—Reld
- Requalified—Requal
- Same date—sd
- Sentence of summary court—Sent SC
- Sentenced—Sentd
- Soldier—Sol
- Special Court Martial—Sp CM
- Special duty—SD
- Submarine mine property—SMP
- Subsistence—Sub
- Summary court—SC
- Surgeon's certificate of disability—SCD
- Switchboard operator—SbO
- Transportation—Trans
- Transportation Request—TR
- United States—US
- United States Army—USA
- Voucher—Vou
- Warrant—Wrnt

[2432290—A. G. O.]

By order of the Secretary of War:

H. L. Scott,
Major General, Chief of Staff.

Official:
H. P. McCain,
The Adjutant General.

14a. HONORABLE DISCHARGE.

References.—See section 15.

Honorable Discharge from the United States Army.

TO ALL WHOM IT MAY CONCERN:

This is to Certify, That George A. Johnson

* Corporal, Company "D", 5th Regiment Engineers

† Regular Army Reserve, as a TESTIMONIAL OF HONEST AND FAITHFUL SERVICE, is hereby HONORABLY DISCHARGED from the military service of the UNITED STATES by reason of completion of four years service under provision of G.O. 14, W.D. 1916, as amended.

Said George A. Johnson was born in Carrick, in the State of Pennsylvania. When enlisted he was 21 1/12 years of age and by occupation a machinist. He had Blue eyes, Blond hair, ruddy complexion, and was 5 feet 8 inches in height.

Given under my hand at Washington Barracks, D. C. this 1st day of March, one thousand nine hundred and nineteen.

J. A. Mason
Colonel, Corps of Engineers
Commanding.

Form No. 525, A. G. O.
Ed. Feb. 23-17—50,000.

* Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry;" "Sergeant, Quartermaster Corps;" "Sergeant, First Class, Medical Department."
† Insert "Regular Army," "Volunteer Army," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.
‡ If discharged prior to expiration of service, give number, date, and source of order or description of authority therefor.

3—3164

ENLISTMENT RECORD.

Name: George A. Johnson Grade: Corporal

Enlisted February 25, 1916, at Columbus Barracks, Ohio

Serving in First enlistment period at date of discharge.

Prior service:* None

Noncommissioned officer: Apptd. Corpl. Aug. 1/16, R.O. 7/7/1916

Marksmanship, gunner qualification or rating: † M. M. June 5/16 R.O. 66, 1916, Sh. Apt.

Horsemanship: 2 2/17 R.O. 40 Not mounted

Battles, engagements, skirmishes, expeditions: None

Knowledge of any vocation: Auto repair man

Wounds received in service: None

Physical condition when discharged: Good

Typhoid prophylaxis completed March 16, 1916.

Paratyphoid prophylaxis completed

Married or single: Single

Character: "Very good"

Remarks: Retained in service 5 days to make good A.W.O.L. from July 15 to 20, 1916. Entitled to travel pay. No absence under act of April 27/14

Signature of soldier:

John A. Dodd
Captain, Corps of Engineers,
Commanding Co. "D" 5th Engrs.

*Give company and regiment or corps or department, with inclusive dates of service in each enlistment.
†Give date of qualification or rating and number, date, and source of order announcing same.

I—3164

14b. DISCHARGE.

Discharge from the United States Army.

TO ALL WHOM IT MAY CONCERN.

This is to Certify, That John Doe,
* Private, Co. "D" Regiment of Engineers
† Regular Army Reserve is hereby **Discharged** from the military service of the **United States** by reason of ‡ inaptitude, under authority of Army Regulations, paragraph 148½.

Said John Doe was born in Milwaukee, in the State of Wisconsin. When enlisted he was 25½ years of age and by occupation a carpenter. He had Blue eyes, Black hair, dark complexion, and was 5 feet 9 inches in height.

Given under my hand at Washington Barracks, D. C. this 28th day of April, one thousand nine hundred and seventeen.

H. P. Brown
Colonel, Corps of Engineers
Commanding.

Form No. 526, A. G. O.
Ed. Feb. 23-17—10,000.

* Insert grade and company and regiment or corps or department; e. g., "Corporal, Company A, 1st Infantry;" "Sergeant, Quartermaster Corps;" "Sergeant, First Class, Medical Department."
† Insert "Regular Army," "Volunteer Army," "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.
‡ State fully actual cause of discharge, giving number, date, and source of order or description of authority therefor.

3—3163

ENLISTMENT RECORD.

Name: John Doe Grade: Private

Enlisted February 25, 1916, at Columbus Barracks, Ohio

Serving in First enlistment period at date of discharge.

Prior service: * None

Noncommissioned officer:

Marksmanship, gunner qualification or rating: † M. M. June 5/16 R.O. 66 1916 Sd April 22/17, R.O. 40, 1917

Horsemanship: Not mounted

Battles, engagements, skirmishes, expeditions: None

Knowledge of any vocation: Carpenter

Wounds received in service: None

Physical condition when discharged: Good

Typhoid prophylaxis completed March 16, 1916.

Paratyphoid prophylaxis completed

Married or single: Single

Character: Fair

Remarks: Retained in service 5 days to make good A. W. O. L. from July 15 to 20/16. Entitled to travel pay.

Signature of soldier:

Is not recommended for reenlistment.

John A. Dodd,
Capt. Corps of Engineers
Commanding Co. "D" 5th Engrs.

*Give company and regiment or corps or department, with inclusive dates of service in each enlistment.
†Give date of qualification or rating and number, date, and source of order announcing same.

3—3163

14c. DISHONORABLE DISCHARGE.

Dishonorable Discharge from the United States Army.

To all whom it may concern:

This is to Certify, That Emery J. Poole, a Private of Company "D" of the Fifth Regiment of Engineers is hereby Dishonorably Discharged from the United States Army by reason of the sentence of a General Court-Martial violation 93rd A. W. per G. C. M. O. No. 342, Hdq. E. Dept. dated August 14, 1917.

Said Emery J. Poole, was born in Atlanta, in the State of Georgia; and when enlisted was 24 years of age, by occupation a Laborer, had Brown eyes Light Brown hair, Fair complexion, and was 5 feet 6½ inches in height.

Given under my hand at Washington Barracks, D. C. this 21st day of August, one thousand nine hundred and seventeen.

J. A. Ward,
Colonel, Corps of Engineers,
Commanding.

ENLISTMENT RECORD.

Name: Emery J Poole Grade: Private

Enlisted March 17 1915, at Ft. Slocum, for 7 years.

Serving in First enlistment period at date of discharge.

Previous service: None

Noncommissioned officer. Never

Marksmanship Marksman, June 6/15, R.O. 77, August 4/15.

Horsemanship: Not mounted

Battles, engagements skirmishes, expeditions None

Knowledge of any vocation Laborer

Wounds received in service: None

Physical condition when discharged Good

Typhoid prophylaxis completed April 17, 1915.

Married or single. Single

Character: Bad

Remarks: Dishonorably discharged Aug. 21/17 forfeiting all pay and all allowances due, or to become due, and to be confined at hard labor for nine (9) months G.C.M. O 342, H.E.D. 8/14/17 No. A W O.L. or absence under det. of 4/27/14 during enlistment.

John A. Dodd,
Capt Corps of Engineers,
Commanding Co D 5th Engrs.

Form No. 527, A. G. O.
Ed. May 24-16—10,000

3—3162

Reference.—Copy of general court-martial order referred to in dishonorable discharge certificate.

(G. C. M. 342.)

GENERAL COURT-MARTIAL ORDERS, No. 342. } HEADQUARTERS EASTERN DEPARTMENT, *Governors Island, New York City, August 14, 1916.*

Before a general court-martial which convened at Washington Barracks, D. C., pursuant to paragraph 9, Special Orders, No. 285, December 8, 1916, as amended by paragraph 3, Special Orders, No. 53, March 8, 1917, Headquarters Eastern Department, was arraigned and tried:

Private Emery J. Poole, Company D, 5th Engineers.

CHARGE: Violation 93d article of war.

SPECIFICATION: In that Private Emery J. Poole, Company D, 5th Engineers, did, at 812 H Street NW., Washington, D. C., on or about the 13th day June, 1917, feloniously take, steal, and carry away one gold watch (hunting case) of the value of sixty dollars ($60.00), the property of J. V. Mackie, sergeant 1st class, Hospital Corps, U. S. A., retired.

PLEAS.

To the specification: "Not guilty."
To the charge: "Not guilty."

FINDINGS.

Of the specification: "Guilty, excepting the words 'the value of sixty dollars ($60.00),' and substituting therefor the words 'value not in excess of fifty dollars ($50.00),' of the excepted words not guilty, and of the substituted words guilty."

Of the charge: "Guilty."

SENTENCE.

"To be dishonorably discharged the service of the United States; to forfeit all pay and allowances now due or to become due while in confinement under this sentence; and to be confined at hard labor at such place as the reviewing authority may direct for nine (9) months."

The sentence is approved and will be duly executed. The Atlantic Branch, United States Disciplinary Barracks, Governors Island, N. Y., is designated as the place of confinement, but pending further orders this general prisoner will be held at Washington Barracks, D. C. (6149 D. J. A.).

By command of Major General WOOD.

EDWIN F. GLENN,
Colonel, General Staff,
Chief of Staff.

Official:

W. A. SIMPSON,
Adjutant General, Adjutant.

15a. FINAL STATEMENT.

References.—Army Regulations, 1913, paragraphs 139–148½, 150–152, 155–157, 162–167, 341–345, 648, 1163, 1350–1358, 1362–1369, 1375–1383.

NOTE.—Discharges and final statement will under no circumstances be prepared on a typewriting machine.

FINAL STATEMENT of George A. Johnson, Corpl. Co. "D", 5th Engrs.
(Name of soldier.) (Rank.) (Company.) (Regiment.)

ACCEPTED for enlistment at Cincinnati, Ohio Enlisted on February 25th, 1916
(See Instruction 5.)

Honorably discharged at Washington Barracks, D.C. on February 29th, 1916
(Discharged, furloughed to reserve, retired, or died.)

Reason Completion of 4 years service under provisions of G.O. 11, W.D. 1913 as amended
(State reason and order, if any, for discharge, furlough, or retirement, and if discharged, whether honorable or otherwise.)

Serving in First enlistment period at date of Discharge
(Discharge, furlough, retirement, or death.)

DUE SOLDIER for —

For additional pay S.O. April 22, 1917, R.O. 40, 1917
(See Instruction 6.)

For clothing Thirty one (Words.) and 20/100 dollars ($31.20/100)

For deposits Five (Words.) and 00/100 dollars ($5.00)
(As per itemized list on outer fold.)

For pay detained by court-martial Nothing (Words.) and ___/100 dollars ($—)
(See Instruction 15.)

For —
(Any other items, including com. of qrs., heat, and light, for which W. D. form 369 must be attached hereto, see Instruction 16.)

Last paid to include January 31st, 1919 by Capt. J. W. Watts, Q.M.C.
(Name of quartermaster.)

DUE UNITED STATES for Ord. Fifty seven cents ($.57), C.A.G.E. seventy four cents ($.74); Due company fund, Co. "D" 5th Engrs., Five and 15/100 Dollars ($2.15) Due Post Washington Bks. D.C. Five and 00/100 ($2.00)
(See Instructions 7 and 14.)

REMARKS: Entitled to back pay. Retained in service 5 days to make good A.W.O.L. from Feby 15 to 20/16. No alowance under Act of April 27/14
(See Instructions, especially 10 and 14.)

I CERTIFY that the foregoing Final Statement, given in duplicate, is correct.
(In case of deceased soldier, strike out "given in duplicate.")

John A. Dodd,
Captain, Corps of Engineers.
Commanding Organization.

WAR DEPARTMENT.
Form No. 370.
Approved by the Comptroller of the Treasury July 31, 1916.

c3—2277

(THIS FOLD FOR THE QUARTERMASTER.)

Voucher No. ___

(Name of quartermaster.)
THE UNITED STATES

To ___
(Name of soldier.)

(Rank.) (Organization from which discharged.), Dr.

DUE SOLDIER.		
Prior fiscal year:		
Pay of Army, 191		
Fiscal year in which discharged, furloughed, retired, or died:		
Pay ... $		
Interest ... $		
Com. qrs., heat, light ... $		
Total Pay of Army, 191		
Clothing ... $		
Travel pay ... $		
... $		
Total S. S. and T., 191		
Deposits, Deposit Fund		
Total amount due soldier		
DUE UNITED STATES.		
For ... $		
For ... $		
For ... $		
For ... $		
Total stoppages		
Balance due soldier		

Paid by check No. ___ on Treasurer United States, dated ___, 191 , for $___

Deposit with my new account ___ $___

(Signature of soldier.)

Post Exchange paid by Check No. ___ on TREASURER UNITED STATES, dated ___, 191 , for $___

(To be completely filled in before signature by payee without alteration or erasure thereafter.)

Received ___, 191 ; of ___ Quartermaster Corps, U. S. A., ___ and ___/100 dollars in cash.

(Do not sign a duplicate.)

NOTE.—This fold will become the brief after payment by the quartermaster.

FINAL STATEMENT

OF

Johnson George A.
(Last name.) (First name.)

Corporal, Co. "D", 5th Engrs.
(Rank.) (Company.) (Regiment.)

(To be filled in by the organization commander.)

For value received, transferred to

....
(Name of assignee.)

....
(Soldier's signature.)

Transfer witnessed and noted on discharge or reservist's descriptive card (as the case may be).

....

....
(See Instruction 8.)

INSTRUCTIONS.

1. **Final statement will be given as follows.**—Final statement, in duplicate, properly certified to by his immediate commander, will be given with the discharge certificate to every soldier upon his discharge from active service (except as otherwise prescribed by Army Regulations) or with the reservist's descriptive card upon furlough to the reserve, and will be presented to the quartermaster for the pay due him. The payment made will be noted on the discharge certificate or upon the reservist's descriptive card except when the final statement has been transferred.

2. **Letter of notification.**—Notification of discharge or furlough to the reserve will be furnished only in case of an enlisted man who is discharged from active service or furloughed to the reserve at a place at which there is available no officer provided with funds to make payment on final statements. In these cases the officer who prepares the final statement will, at least one week before the discharge or furlough takes effect, send by mail to the quartermaster who is to pay the account a notification of discharge or furlough, stating therein, in his own handwriting, the date of last payment to the soldier, and his credits and debits, both in words and figures, and other data essential for proper payment or identification. The officer will require the soldier to affix his signature to the notification, or if he can not write his name such fact will be stated thereon.

Blank forms for this notification will be supplied by The Adjutant General of the Army. The officer issuing the final statement will inform the soldier of the location of the quartermaster to whom he shall apply for payment.

3. **Responsibility of certifying officer.**—Officers signing and certifying to the correctness of final statements will be held responsible for their accurate preparation and also for disregard of plain instructions as made known through Army Regulations, orders, and notes on the blank forms. Officers responsible for overpayment on erroneous final statements will be required to refund the amounts overpaid if it is found impracticable to make collection from the party overpaid.

4. **Money amounts to be written in words and figures.**—Money amounts in all cases, except in the case of the "List of Deposits" on the outer last fold, will be written out in full, the writing to commence close to printed matter on left-hand side, and also expressed in figures.

INSTRUCTIONS—CONTINUED.

5. **Travel allowances.**—Enlisted men of the Regular Army when entitled to travel allowances upon discharge from active service or upon furlough to the reserve are entitled to same from place of discharge or furlough to place of acceptance for enlistment, regardless of place at which actually enlisted. The place of actual enlistment, if different from the place of acceptance, will in no case be considered in determining the travel allowances due.

6. **Additional pay.**—In the space for additional pay notation will be made of the pay due soldier for certificate of merit, on account of marksmanship or gunnery qualification, by reason of appointment as mess sergeant under Act of May 11, 1908, or as casemate electrician, observer, plotter, gun commander, etc.

7. **Notation of stoppages.**—Under the heading "Due United States" will be noted all authorized stoppages for loss of or damage to Government property or supplies, the stoppages being made under the proper headings (e. g., "Clothing," "C&GE," "RS," "Transportation," "Ordnance," etc., the names of the articles damaged, lost, or destroyed not being stated; amounts due on account of allotments, post exchange, post laundry, tailor, company fund, or transportation; and stoppages under sentence of a court-martial, showing nature and date of court-martial or date of order approving sentence, and the forfeiture as expressed in the sentence, e. g., "To forfeit 2/3 of his pay per mo. for 2 mos. SC Jan 5/16." If any part of the forefeiture has been deducted, the amount and pay roll on which deducted will be stated. For further information see instructions and model remarks for preparation of pay rolls.

8. **Transfer of final statement.**—The transfer by an enlisted man of a claim for pay due on his final statement will be recognized only when made after discharge from active service, or after being furloughed to the reserve, in writing, indorsed on the final statement, signed by the soldier, and witnessed by a commissioned officer or by some other reputable person known to the quartermaster. The person witnessing the transfer must indorse on the discharge or on the reservist's descriptive card the fact of transfer of the final statement, and on the final statement the fact that such indorsement has been made on the discharge or on the reservist's descriptive card.

9. **Discharge by purchase.**—The final statement of a soldier discharged by purchase will show the amount of purchase price and a full statement of active service rendered in each previous enlistment terminated by honorable discharge since last discharge by purchase, giving dates of each enlistment, furlough to the reserve, and discharge, and reasons for each discharge. A soldier discharged by purchase is not entitled to travel pay.

10. **Deserters.**—In the case where final statements are given an enlisted man who has not been paid since return from desertion, his account will be so stated by the commanding officer as to enable the quartermaster to definitely determine the amounts due the soldier and the United States at date of desertion as distinguished from those accruing or incurred after return to military control, together with a correct transcript of the order publishing the action disposing of the charge of desertion.

11. **Deceased soldiers.**—In the case of a deceased soldier, one final statement and duplicate inventories of effects will be prepared and forwarded as soon as practicable to The Adjutant General of the Army. Nothing will be entered on the final statement regarding the cause of death or whether death occurred in line of duty or on account of the soldier's own misconduct. In the case of a soldier who dies within the first six months of enlistment, the total money value of clothing drawn and chargeable against his clothing account since enlistment will be entered on the final statement under "Remarks," in addition to any remarks regarding clothing entered under "Due Soldier" or "Due the United States" on such statement.

12. **Use of typewriter prohibited.**—Under no circumstances will final statements be prepared on a typewriting machine.

13. Before delivering final statement upon which deposits are credited, the officer signing it will ascertain whether the soldier has the deposit book; and, if so, instruct him to present it to the quartermaster. Should he claim to have lost it, the officer will cause his affidavit to that effect to be taken and attached to the statement before he leaves the post. The affidavit will clearly state the circumstances attending loss of the book and show that the soldier had not sold or assigned it. Upon this evidence the quartermaster may pay, and the responsibility for the correctness of amounts credited on the statement will rest with the officer certifying it. Deposit books will be taken up by the quartermasters who make final payment and filed with their vouchers. Deposits forfeited by desertion will not be entered in column headed "List of Deposits," but will be entered in the space for remarks with citation of the order announcing the disposition of the charge of desertion.

14. **Absences.**—When a soldier is held to service to make good time lost by unauthorized absences; absence from duty on account of disease resulting from his own intemperate use of drugs or liquors or other misconduct; while in confinement awaiting trial or disposition of his case if the trial results in conviction; or, while in confinement under sentence, a statement should be entered on the final statement under the head of "Remarks" substantially as follows: "Held to service to make good time lost by AWOL from Oct. 1 to 10/15, and Nov. 5 to 12/15; sick not L/D, G. O. 31/12 and 45/14 from Jan. 5 to 20/16, incl.; in confinement awaiting trial, convicted, G. O. 45/14, from Feb. 2 to 6/16; in confinement awaiting trial and serving sentence, G. O. 45/14 from Mch. 10 to 25/16." In the event that stoppages of pay for absence without leave or absence sick, not in line of duty under G. O. 31, 1912, and 45, 1914, occurring prior to the date to which last paid have not been made, and if any such absences have occurred since date to which last paid, these facts and the periods of such absences should be also entered on the final statement under the heading "Due United States" in addition to their entry under "Remarks."

c3—2077

INSTRUCTIONS—CONTINUED.

15. Pay detained pursuant to sentence of court-martial will be detained by the Government until the soldier is discharged from active service or furloughed to the reserve, at which time the total amount detained, if not forfeited, will be noted on the final statement in the space provided therefor, and paid to him out of Pay of the Army (or Pay of the Military Academy if soldier's pay is payable from that appropriation) for the fiscal year in which discharged or furloughed. (Par. II, G. O. 5, W. D., 1916.)

16. The final statement of an enlisted man who is entitled to commutation of quarters, heat, and light will show in the space provided therefor the inclusive dates for which such allowances are due and the soldier will execute War Dept. Form No. 369, in so far as it pertains to these allowances, for file as a subvoucher to the final statement. The payment will be made on the final statement as in this case Form 369 is simply a supporting paper (Par. I, G. O. 5, W. D., 1916.)

LIST OF DEPOSITS.

(To be filled in by organization commander.)

Date.	Amount.		Date.	Amount.	
	Dolls.	Cts.		Dolls.	Cts.
May 4/16	5	00	Brought forward		
Amount	5	00	Total		

15b. NOTIFICATION OF DISCHARGE.

Note: See Paragraph 155.

NOTIFICATION OF DISCHARGE.

Fort In Camp near Boston, Mass.,

April 18, 1916

To Capt. J. Smith Quartermaster,

Boston, Mass.

You are advised that Private

Jacob B. Newman

Co. "D", 5th Engineers.

will be discharged the service of the United States on

April 27, 1916, by reason of

completion of four (4) years service

under provision of G.O. 11, WD 1913

as amended.

He was enlisted at Ft. Slocum, N.Y.

on April 28, 1912,

and was last paid to include March 31, 1916.

Enlistment period: Now serving in 2nd enlistment period.

DUE SOLDIER.

For clothing not drawn in kind Fifty and

16/100 dollars [$50.16]

For deposits Nothing

[$]

For Nothing

[$]

For Nothing

[$]

Form No. 3, A. G. O.
Ed. July 6-16—50,000. W—115 (OVER.)

104122—17——8

DUE UNITED STATES.

For clothing overdrawn .....Nothing.....

..... [$.....]

For C. and G. E. ...Fifteen cents ($.15).....

..... [$.....]

For ordnance ...two cents.....($.02).....

..... [$.....]

For post exchange, at .....Nothing.....

..... [$.....]

For court-martial forfeiture .....Nothing.....

..... [$.....]

For Company Fund, Co. "D" 5th Engrs.

...Four and 00/100 dollars, ... [$4.00]

This soldier is xxxxxxx entitled to travel allowances.

John A Dodd,.....

Captain Corps of Engineers

Commanding Co. "D" 5th Engrs.

Soldier's signature:

.....Jacob B. Newman.....

The Quartermaster will decline to recognize this notification unless the writing in the body of the paper is in the handwriting of the officer who signs the paper. w—115

16. DELINQUENCY RECORD.

Sample page.

Q. M. C. Form 509

Emery J. Poole, Private, Co. D, 5th Engrs.
(NAME AND RANK)

DATE		OFFENSE		PUNISHMENT	
June	3 1915	Absent from drill	Sgt. Smith	5 days extra fatigue	J.A.D.
July	1	Drunk in camp	Lt. Dunn	10 days extra fatigue	J.A.D.
Aug.	5	A.W.O.L. 8/15 to 8/15	J.A.D.	S.C. to forfeit $10.00	
Sept.	10	Drunk in camp	W.B.	S.C. to forfeit $10.00	
Dec.	7 1916	Absent at retreat	J.A.D.	2 days extra fatigue	J.A.D.
Jan.	5	A.W.O.L. 1/4/16 to 1/4/16	J.A.D.	S.C. to forfeit $5.00	
July	10	Absent from drill	J.A.D.	5 days extra fatigue	J.A.D.
Sept.	15 1917	Drunk in camp	Sgt. Black	S.C. to forfeit $5.00 to be imposed 5 days	
Jan.	20	Improper uniform	Cpl. White	2 days extra fatigue	J.A.D.
June	13	Theft of watch		36 M. dishonorable discharge, to be imposed Tues	

17. INVENTORY OF EFFECTS.

References.—Army Regulations, 1913, paragraphs 84, 162–167, 1367.

INVENTORY OF THE EFFECTS OF

Mason (Christian name.) William A. (Surname.)

late a Corporal, Co. "D" 5th. Engrs. (Rank.) (Organization.)

who died at Post Hosp. Washington Bks. DC

on August 13, 1917, by reason of

Strangulated Mesenteric Hernia

and was buried at .....

..... No. of grave .....

ARTICLES.	NO.
Belts, waist	3
Box, soap	1
Box, buttons	1
Breeches, cotton O.D.	3
Breeches, wool, O.D.	5
Brush, gun	1
Brush, hair	1
Brush, shaving	1
Brush, shoe	1
Brush, tooth	1
Cap, O.D.	1
Cap, Dress	1
Coats, O.D. wool	5
Collars, issue	2
Comb	1
Cord, breast	1
Drawers, canton flannel	1
Drawers, jean, prs.	2
Expert pin	1
Gloves	2
Gloves, riding	1
Gloves, wool, O.D.	3

(Triplicates.)

Form No. 34, A. G. O.
Ed. July 8-16—25,000.

(OVER.)

ARTICLES.	NO.
Gun rag	1
Hood, overcoat	1
Housewife	1
Knife, pen	1
Laces, leggins, prs.	6
Laces, shoe, prs.	1
Matches, boxes	11
Package, letters, envelopes & photos	1
Paste, tooth	1
Pipe	1
Pipe cleaners, package	1
Polish, shoe	1
Powder, talcum	1
Oil, gun, bottle	1
Shaving mug	1
Shaving soap	1
Shirts, O.D.	2
Shoes, tan, prs.	3
Shoes, gymnasium, prs.	1
Shoes, civilian, prs.	1
Snuff, boxes	2
Stockings, cotton, prs.	4-1/2
Stockings, wool, light, prs.	10
Testament	1
Tie	1
Towels, bath	2
Towels, hand	2
Trousers, denim	1
Trousers, dress	1
Undershirts, cotton	3
Undershirts, woolen	1
Whisk broom	1

Money	Specie	$
	Notes	$

I certify that the foregoing inventory comprises all the effects of Corporal William A. Mason deceased, and that the effects are in the hands of Commanding Officer, Co. "D" 5th Eng at Washington Barracks, D.C. to be disposed of as prescribed in Army Regulations.

John A. Dodd,
Captain, Corps of Engrs
Commanding Co. "D" 5th Engrs.

Washington Barracks, D.C.
(Station.)

August 21, 1917
(Date.)

FORM No. 34, A. G. O.
Ed. July 8-16—25,000. (OVER.) W—15S

INSTRUCTIONS.

1. In the case of the death of any soldier, it shall be the duty of his immediate commander to secure his effects and to prepare the inventory required by the 126th Article of War, according to prescribed form, and to notify nearest relative of the fact of death. Duplicates of the inventory, with final statements, will be forwarded directly to The Adjutant General of the Army. (Par. 162, A. R.)—[*A third copy of the inventory will be retained by the officer.*]

2. Officers charged with the care and custody of the effects of deceased soldiers are required, under the provisions of the 127th Article of War, to deliver the same, or the net proceeds thereof, to the legal representatives of the deceased. Should the effects of a deceased soldier not be claimed within a reasonable time, they will be sold by a council of administration under the authority of the post commander, and the proceeds transferred to the commander of the company to which the deceased belonged, by whom they will be deposited with a paymaster to the credit of the United States. (Par. 163, A. R.)

3. In all cases of a sale by a council of administration a detailed statement of the proceeds, duly certified by the council and commanding officer, will accompany the paymaster's receipt forwarded by the company commander to The Adjutant General of the Army. The statement will be indorsed: "Report of the proceeds of the effects of _____, late of company _____, _____ regiment of _____, who died at _____, the _____ day of _____, _____." (Par. 164, A. R.)

4. The accounts of deceased soldiers are settled by the Auditor for the War Department, and the following is the order of distribution provided for by the act of Congress approved June 30, 1906 (34 Stat. L., 750): Where the amount due the decedent's estate is less than five hundred dollars and no demand is presented by a duly appointed legal representative of the estate, the accounting officers may allow the amount found due to the decedent's widow or legal heirs in the following order of precedence: First, to the widow; second, if the decedent left no widow, or the widow be dead at the time of settlement, then to the children or their issue, per stirpes; third, if no widow or descendants, then to the father and mother in equal [illegible] provided the father has not abandoned the support of his family, in which [illegible] to the mother alone; fourth, if either the father or mother be dead then to the one surviving; fifth, if there be no widow, child, father, or mother at the date of settlement, then to the brothers and sisters and children of deceased brothers and sisters, per stirpes: ***Provided,*** That this act shall not be so construed as to prevent payment from the amount due the decedent's estate of funeral expenses, provided a claim therefor is presented by the person or persons who actually paid the same before settlement by the accounting officers.

When the amount due to the decedent's estate exceeds the sum of five hundred dollars legal administration of the estate is necessary.

Officers are advised that, in the cases of single men, it is a safe rule to dispose of the effects as prescribed in paragraph 163 and leave the responsibility of distribution to the Treasury Department. (Par. 166, A. R.)

5. When the effects of a deceased soldier have been destroyed, or there are no effects, the facts will be fully set forth on the form for inventory of effects.

17b. REPORT OF DEATH AND DISPOSAL OF REMAINS.

Reference.—Army Regulations, 1913, paragraphs 162½, 163.

Washington Barracks, D.C.
(Station.)

Aug. 24, , 1917
(Date.)

The Adjutant General of the Army.

I hereby report the death of the person named on the reverse side of this slip and the disposal of his remains as indicated thereon.

Colonel A. Brown,
5th Engineers,
Commanding.

(See G. O., No. 67, War Department, April 19, 1910.)

Mason, William A
(Surname of deceased.) (Christian name.)

Corporal, Co. "D" - 5th Engrs.
(Rank and organization; if civilian, capacity and department in which employed.)

August 13, 1917
(Date of death.)

Post Hospital, Washington Barracks, DC
(Place of death.)

Strangulated Mesenteric Hernia
(Cause of death.)

August 17, 1917.
(Date of burial.)

No. 49,972 Arlington Cemetery
(No. and locality of grave, or other disposal of remains.)

Single
(Married or single.)

(If married, name and address of widow.)

Remarks:

REPORT OF DEATH AND DISPOSAL OF REMAINS.

FORM No. 415—A. G. O.
Ed. Oct. 30-16—25,000. 3—531

18. MILITARY CORRESPONDENCE.

NOTES ON MILITARY CORRESPONDENCE.

Headings, subject, and number of letter.—The letter will begin with the place and date; below this, beginning at the left margin, will come the word "from," followed by the official designation of the writer, or in the absence of any official designation, the name of the writer with his rank and regiment, corps, or department; below this, also beginning at the left margin, will come the word "to," followed by the official designation or the name of the person addressed. Next will come the subject of the communication, indicated as briefly as possible and in not to exceed 10 words. The words "from," "to," and "subject" will begin on the same vertical line. The sending office number of the communication will appear in the upper left-hand corner.

In case of letter paper, the upper third, and in case of foolscap, the upper fourth of the sheet, will be devoted solely to the matter described above.

Body.—Then will come the body of the letter, which, when typewritten, will be written single spaced, with a double space between paragraphs, which will be numbered consecutively.

Signature.—The body of the letter will be followed by the signature. If the rank and regiment, corps, or department of the writer appear at the beginning of the letter, they will not appear after his name; but if they do not appear at the beginning of the letter, they will follow under his name.

Omission of ceremonial forms.—All ceremonial forms at the beginning and end of letters, such as, "Sir," "I have the honor," "I would respectfully," "Very respectfully," etc., will be omitted.

Use of only one side of sheet.—Only one side of the paper will be used, the writing beginning about 1 inch from the top.

Office marks.—The stamps bearing office numbers will be placed on the back of the lower fold of the first sheet. The received and received back stamps will be placed immediately below the body of the letter, and, in the case of indorsements, immediately after the proper indorsement. When a communication of two or more sheets is filed, the back of the lower fold of the first sheet will be on the outside, thus exposing to view the office numbers.

Brief.—The matter described under "Heading, subject, and number of letter" will constitute the brief of the letter.

Inclosures.—All inclosures will be numbered and will be given the proper office marks. Inclosures will be noted on the communication as shown on the model.

Indorsements.—The writing width of indorsements will be the same as that of letters. The first indorsement will begin about one-half inch below the rank after the signature of the writer of the letter, and succeeding indorsements will follow one another serially, with a space about one-half inch between indorsements. The serial number of the indorsement, the place, the date, and to whom written, will be shown as in the model. Should one or more additional sheets be necessary for indorsements, sheets of the same size as the letter will be used.

Numbering of pages.—The pages, beginning with the first, will be numbered midway about one-half inch from the bottom. In referring to an indorsement by number the number of the page will also be given. Thus "5th Ind., page 3".

Carbon copies.—All letters and indorsements that are typewritten, except letters of transmittal, reports of taking leave of absence, periodical reports, and other communications of a similar nature, will be made with two carbon copies; one copy will be retained for the records of the office in which the letter was written, and the other will be forwarded with the communication for the files of the first office in which a complete copy of the communication is required for the records, but such copy will not be regarded as an *inclosure*.

Correspondence book.—The correspondence book is issued by The Adjutant General's Office. In this book is entered with ink or indelible pencil a brief of each item of correspondence in respect to which a record is necessary and a notation of the action taken thereon. Each item will be numbered from one forward continuously and without break for any new year. A space of three lines will be left below each entry for use in continuing the record. Each item will be indexed under its subject, and when necessary under the name of the writer and names of persons mentioned therein. The index entries will bear numbers corresponding to those of the items. The correspondence book will be supplemented by a "Document file." The papers of the file will be numbered to correspond with the number of the items and of the index entries, and will be filed according to their serial numbers. The files will contain the original documents or communications when these are retained, and carbon or other legible copies of all letters, indorsements, or telegrams sent with regard to same. When more than one paper pertaining to the same item is placed on file, the papers will be placed in an envelope, if practicable, and the number of the item noted thereon.

MODEL FORMS.

[CORRESPONDENCE MODEL.—G. O. 23, 1912.]

2039 Company B, 40th Infantry,

Fort William H. Seward, Alaska, July 19, 1912.

From: The Commanding Officer, Co. B, 40th Inf.

To: The Adjutant General of the Army.
(Through military channels.)

Subject: Philippine campaign badge, Corporal John Doe.

Inclosed are lists in duplicate of enlisted men of Company B, 40th Infantry, entitled to the Philippine campaign badge.

John A. Brown,
Capt., 40th Inf.

2 Incls.

824 1st Ind.

Hq. Ft. William H. Seward, Alaska, July 19, 1912 - To the Comdg. Gen., Dept. of the Columbia.

S. F. T.,
Col., 40th Inf., Comdg.

2 Incls.

(Stamp) Rec'd Dept. Columbia, July 27, 1912.

2d Ind.

Hq. Dept. Columbia, Vancouver Bks., Wash., July 28, 1912 - To the Comdg. Gen., Western Division.

A. F. R.,
Brig. Gen., Comdg.

2 Incls.

(Stamp) Rec'd Western Div., July 30, 1912.

.....HEADQUARTERS.....

824

Ft. Wm. Seward, Alaska.

Jul. 19. 1912

.....HEADQUARTERS.....

8043

Western Division

July 31. 1912

ADJUTANT GENERAL'S OFFICE.

1942286

War Department.

Aug. 6. 1912

.....HEADQUARTERS.....

79935

Philippines Division

Sept. 14. 1912

.....HEADQUARTERS.....

3467

Dept. Mindanao.

Sept. 24. 1912

Incl. 1.

Jul. 19. .....HEADQUARTERS.....

824 1912

Ft. Wm. H. Seward, Alaska.

July 31. .....HEADQUARTERS.....

8043 1912

Western Division

ADJUTANT GENERAL'S OFFICE.

Aug. 6. 1942286 1912

War Department

Sept. 14 .....HEADQUARTERS.....

79935 1912

Philippines Division

.....HEADQUARTERS.....

Sept. 24. 3467 1912

Dept. Mindanao.

1. Incl. -12th. Ind.; total 5
1. Incl. withdrawn - 11th Ind; total 4.
3 Incls. - 7th Ind.; total 5
2 Incls.

Reverse of p. 5.

3d Ind.

8043
Hq. Western Division, San Francisco, Cal., July 31, 1912—To The Adjt. Gen. of the Army, Washington, D. C.

Arthur E. Green,
Col., Gen. Staff, in absence
of the Division Commander.

2 Incls.
(Stamp) Rec'd A. G. O., Aug. 5, 1912.

4th Ind.

1942286
War Dept., A. G. O., Aug. 8, 1912—To the C. O., Co. I, 50th Inf., through the Comdg. Gen., Philippines Division.

1. Information is requested as to whether the records of the company show that Corporal Doe served in the field against hostile natives on the Island of Panay during July, 1907.

2. The early return of these papers is desired.

By order of the Secretary of War:

Thomas H. Smith,
Adjt. Gen.

2 Incls.
(Stamp) Rec'd Phil. Div., Sept. 14, 1912.

5th Ind.

79935
Hq. Philippine Division, Manila, P. I., Sept. 15, 1912—To the C. O., Co. I, 50th Inf. through the Comdg. Gen., Dept. of Mindanao.
2 Incls.
(Stamp) Rec'd Dept. Mind., Sept. 24, 1912.

6th Ind.

3467
Hq. Dept. of Mindanao, Zamboanga, P. I., Sept. 25, 1912—To the C. O., Co. I, 50th Inf., Camp Keithley, Mind., P. I., through the Post Commander.
2 Incls.
To the C. O., Co. I, 50th Inf.
(Stamp) Rec'd Co. I, 50th Inf., Sept. 26, 1912.

7th Ind.

Co. I, 50th Inf., Camp Keithley, Mind., P. I., Oct. 4, 1912—To the Comdg. Gen., Dept. of Mindanao, through the C. O., Camp Keithley, P. I.

1. Inclosed are extracts from the post orders and morning report of this company, which contain all that there is of record regarding the service of Corporal Doe referred to herein. Inclosed also is affidavit of Corporal Jones as to Corporal Doe's service.

2. It is believed that the records of the headquarters, Department of Mindanao, may contain the information desired.

Edward French,
Capt., 50th Inf., Comdg.

(3 Incls. added.)
5 Incls.

8th Ind.

Hq. Camp Keithley, Mind., P. I., Oct. 5, 1912—To the Comdg. Gen., Dept. of Mind.
5 Incls.

A. C. D.
Maj., 50th Inf., Comdg.

(Stamp) Rec'd back, Dept. Mind., Oct. 6, 1912.

9th Ind.

3467
Hq. Dept. of Mindanao, Zamboanga, P. I., Oct. 12, 1912—To the Comdg. Gen., Philippines Division.
There is nothing on file at these headquarters bearing on the service of Corporal Doe referred to herein.

William Jones,
Brig. Gen., Comdg.

5 Incls.
(Stamp) Rec'd back, Phil. Div., Oct. 23, 1912.

10th Ind.

79935
Hq. Philippines Division, Manila, P. I., Oct. 24, 1912—To the Comdg. Gen., Dept. of Mindanao, with directions to withdraw the affidavit of Corporal Jones, it being proposed to inclose an affidavit from Sergeant Blank, who is on duty at these headquarters and who is prepared to furnish a more complete affidavit than that furnished by Corporal Jones. By command of Major General White:

Andrew Brown,
Adjt. Gen.

5 Incls.
(Stamp) Rec'd back, Dept. Mind., Nov. 3, 1912.

3467 11th Ind.

Hq. Dept. of Mindanao, Zamboanga, P. I., Nov. 4, 1912—To the Comdg. Gen., Philippines Division, the foregoing directions having been complied with.

William Jones,
Brig. Gen., Comdg.

(Incl. 5 withdrawn.)
4 Incls.
(Stamp) Rec'd back, Phil. Div., Nov. 15, 1912.

79935 12th Ind.

Hq. Philippines Division, Manila, P. I., Nov. 16, 1912—To the Adjutant General of the Army, inviting attention to the preceding indorsements and to the accompanying inclosures.

James O. White,
Maj. Gen., Comdg.

(1 Incl. added.)
5 Incls.
(Stamp) Rec'd back, A. G. O., Dec. 23, 1912.

List of enlisted men of Company B, 40th Infantry, entitled to Philippine campaign badge.

Name.	Present rank.	When badge was earned.		
		Rank.	Organization.	Served in P. I. between
John Doe.....	Corpl.....	Pvt.....	I, 50th Inf.....	Isld. of Panay, 1907.

I certify that the above-named enlisted man of this organization is entitled to the Philippine campaign badge for service as indicated.

John A. Brown,
Capt., 40th Inf.,
Comdg. Co. B.

EXTRACT FROM POST ORDERS.

Hq. Post of Dulog,
Panay, P. I., Sept. 1, 1907.

* * * * * * *

2. Company I, 50th Infantry, will march at daybreak to-morrow morning to Panalid. Full field equipment and rations for ten days will be taken.

* * * * * * *

By order ..... etc.

EXTRACT FROM MORNING REPORT OF COMPANY I, 50TH INFANTRY.

* * * Ten men under Lieutenant ..... were sent out on the morning of August 5, 1907, to disperse hostile natives at .....

Affidavit of Sergeant Blank showing that Corporal J. Doe served with him in engagements against hostile natives on the Island of Panay P. I., in 1907.

19a. COMPANY RETURN.

Reference.—Army Regulations, 1913, paragraphs 811–819.

NOTE 1.—On the first day of each month every officer commanding a company, troop, or battery will send a copy of this return to regimental headquarters (in case of Coast Artillery to coast defense headquarters, ~~and to battalion headquarters~~), and every officer commanding a company, troop, or battery not forming a part of a regiment, battalion, or squadron will send a copy to The Adjutant General of the Army. The return will be made out in duplicate and one copy retained. The retained copy will, if necessary, be loaned to post headquarters for the preparation of the post return. The making of carbon copies is authorized, but they must be clear and distinct and the *original* copy must be the one forwarded.

Company "D" 5th Regiment of Engineers, *stationed at* Washington Barracks, D.C.
(Organization.) (Regiment.)

CONDITION OF THE ORGANIZATION AT MIDNIGHT ON THE LAST DAY OF ~~August~~, 191 7

OFFICERS.				ENLISTED MEN					STRENGTH LAST MONTHLY RETURN.				HORSES.			
	ABSENT.				ABSENT.											
					Within the Dept.											
PRESENT	Within the Department.	Without the Department.	TOTAL.	PRESENT.	On detached service.	For other causes.	Without the Department.	TOTAL.	Officers.	Enlisted men.	Wounded in action.	Missing in action.	Public. Serviceable.	Private ~~Unserviceable.~~	Mules. ~~Unserviceable.~~	PIECES OF ARTILLERY.
4	–	–	4	160	1	2		163	4	164			10	2	24	
*1				3												

*Officers and enlisted men attached will be reported on this line, but will not be included in any of the totals.

Number of men to be discharged during the next three months, 5 *; number who will probably reenlist,* 3

EFFECTIVE STRENGTH: Officers, xxdxxxxxxxxx *; enlisted men,* x xxxxxxxxxx

(Effective strength will be reported only in campaign, and in determining such strength only those who are available for service in line of battle will be included. Officers or enlisted men who are sick or disabled, on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

ALTERATIONS SINCE LAST MONTHLY RETURN.

OFFICERS.							ENLISTED MEN.																			
GAIN.	LOSS.						GAIN.						LOSS.													
				DIED.									DISCHARGED.						DIED.							
By promotion, appointment, or transfer.	Resigned.	Dismissed.	Transferred or retired.	Killed in action.	Of wounds received in action.	Of disease, etc.	Enlisted.	Reenlisted.	Recruits from depot.	By transfer.	From desertion.	Total.	Expiration of service.	For disability.	By sentence G.C.M.	By order.	Retired.	Transferred.	Killed in action.	Wounded in action.	Of disease.	Accident.	Drowned.	Suicide.	Murder or homicide.	Deserted.	Total.
1			1					1	6	1	1	9	3		1			4			1					1	10

John A. Dodd
Captain, Corps of Engineers.
Commanding Organization.

Form No. 30, A. G. O.
Ed. Jan. 8-17—75,000. 3—2459

RETURN OF

Company "D" 5th Regiment of Engineers
(Organization.) (Regiment.)

AUGUST 7, 191
(Month.)

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME.

NOTE 2.—Officers will be accounted for by name under the following headings and in the order named: 1. *Present*; 2. *Absent*; 3. *Resigned, died, or transferred*; 4. *Attached*.

NOTE 3.—The *date* (with number, date, and source of order) on which an officer is *assigned, attached, transferred to, or relieved from duty with, joins* or *rejoins*, the organization, *assumes* or is *relieved* from the command of it, or from any *special* duty, also all absences of whatever duration or from whatever cause, with authority therefor, and dates of departure and return will be stated opposite his name.

NOTE 4.—All cases of absence, the nature, commencement of, and termination, and periods authorized, with numbers, dates, and sources of orders (and in case of absence on detached service, sick, or in confinement, the place of absence) will be stated on the first return; on subsequent returns, while such absences continue, will be noted, "_____ (Nature of absence.) since _____ (Month, date, and year.) See return (month), 191 " (First return bearing the entry.)

NOTE 5.—Opposite the names of officers who have *resigned* or been *transferred from* the organization will be noted the date of resignation or transfer, with number, date, and source of order, and opposite the names of those who have died, the date, place, and cause of death.

Present NAME.	RANK.	REMARKS.
John A. Dodd	Capt.	Comdg. CO. Sick Aug. 24 to 28, in line of duty.
Howard L. Merrill	1"Lt.	Assgd to Co Aug 19,17 RO 68, 1917. Joined Aug 21/17.
		Comdg. Co. Aug 24 to 28/17.
Peter G. Mason	1"Lt	With Co. Member of GCM SO 194, E. Dept. Aug.15/17.
		Aptd PE officer and Adjutant. Post of Wash. Bks, D.C.
		SOP 99, Aug. 3/17.
Harold H. Porter	2"Lt	With Co. AWL fr Aug 8 to 18/17 SOP 74, Aug 6/17.
Transferred		
Alton B. Smith	1"Lt	Transferred to Co. "B" this Regt. Aug 17/17 RO 66,
		1917. On DS at Plattsburg, N.Y., fr Aug 1 to 17/17
		SO 196 E. Dept. 1916.

RECORD OF EVENTS.

NOTE 6.—*Actions* in which the organization, or any portion of it, has been engaged, *scouts, marches, maneuvers, changes of stations*, and *everything of interest* relating to the *discipline, efficiency*, or *service* of the organization, will be *minutely* and carefully noted, with *dates, places, distances marched*, etc.

NOTE 7.—The name and rank of officers and soldiers *killed, missing, or wounded* in action, with *dates* and *places*, will be accurately noted. 3—2459

On Aug 12/17 this company proceeded overland to Edsall, Va., for the purpose of participating in the annual target practice of the organization. Distance marched approximately 22 miles. Having completed target practice the company returned to their proper station at Washington Barracks, D.C. on August 20/17, marching to Alexandria, Va., where they boarded the Steamer Pontonier, arriving at the Post about 3:00 P.M. same date., Distance marched approximately 12 miles.

19b. FIELD RETURN.

Sample

FIELD RETURN

OF

1st Regiment U. S. Engineers

Washington Barracks, D.C.

FOR

April 11th, 1917

Station Washington Barracks, D.C.

W. P. Wooten

Major, Corps of Engineers

Commanding.

This form will be used as a DAILY FIELD RETURN, SPECIAL FIELD RETURN, or MONTHLY FIELD RETURN, as circumstances may require.

When used as a DAILY FIELD RETURN, particular care will be taken to give the name of every regiment or detached company in full, and the strength of every company to be given in full.

This form will be used upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of any regiment or detachment, to be forwarded at once directly to The Adjutant General of the Army.

The location and post-office address of a new post or camp must be stated.

In active campaign this form will serve as a TEMPORARY RETURN, and will be used for regiments, independent companies, posts, districts, military commands, and armies, to be made up and forwarded to the next rank to replace on the 10th, 20th, and last day of each month, and after each engagement, battle, or action, the original to be forwarded to headquarters from these sides—one for the immediate commander, one to be sent directly to The Adjutant General of the Army, and one to be retained.

Form No. 26, A. G. O.
E.D. Mar. 30-14-30,000.

4-3—377

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME (NATURE OF ABSENCE WITH DATES TO BE STATED).

NOTE 3.—The names of the officers shown in the column "Commanding Officer" on the face of the return will not be repeated under this heading, except where it is necessary to give other information to complete the record of the officer during the period covered.

NO.	Present NAMES.	RANK.	REGIMENT OR CORPS.	REMARKS.
1	Frank S. Besson	Capt.	"	Regt'l. Adjutant & Supply Officer.
2	Robert R. Neyland, Jr.	1st Lt	"	Company A.
3	William Hoge, Jr.	1st Lt	"	Company B.
	Absent			
1	Mason M. Patrick	Colonel	"	D.S. at Washington Barracks, D.C.
2	Warren T. Hannum	Major	"	Comdg. 2nd Bn. D.S. Washington Bks. DC
3	Wilburn H. Henderson	1st Lt.	"	Co. A. D.S. at Marfa, Texas.

The need of a tabular manner of officers when name on chart of back of return as given comdg. organizations of f.

FIELD RETURN of 1st Regiment U. S. Engineers, for April 10, 1917. , 191

NOTE 1.—When the command is composed of different organizations or parts of different regiments, the troops will be reported on separate lines, by regiments; if of the same regiment, by companies; if coast artillery organizations, on separate lines, by companies. When this form is used by divisions, troops will be shown by brigade; if by field armies, by divisions; and if by department or army, by field armies.
A recapitulation will be made at the foot of the sheet, showing separately each arm of the service, viz: Staff, engineers, cavalry, artillery, infantry.
All officers and enlisted men attached will be accounted for, but not included in any of the totals or aggregates.
When additional space is necessary another blank will be attached.

STATIONS.	COMMANDING OFFICER.	TROOPS.	NUMBER OF REGIMENTS.	NUMBER OF COMPANIES.	OFFICERS. PRESENT.	OFFICERS. ABSENT. Within the Department.	OFFICERS. ABSENT. Without the Department.	OFFICERS. TOTAL.	ENLISTED MEN. PRESENT.	ENLISTED MEN. ABSENT. Within the Department.	ENLISTED MEN. ABSENT. Without the Department.	ENLISTED MEN. TOTAL.	KILLED IN ACTION.	WOUNDED IN ACTION.	MISSING IN ACTION.
Wash.Bks.D.C.	Major W.P.Wooten	P.S.&Hq.Det	1	2	2	2		4	20	15	8	43			
	Capt. V.L.Paterson	Co. A.			2		1	3	80	1	25	106			
	Lieut. J.H.Wills	Co.B.			2			2	83	1	21	105			
Wash.Bkm.D.C.	Attached	Med. Dept.			1			1	3			3			
		Ordnance Dep.			2			2	3			3			
		Bakery Co.No.1 Med.Dept.							38		7	45			
		TOTAL.			6	2	1	9	183	17	54	254			

HORSES: Serviceable, 72 ; unserviceable, ; lost in action, died, etc., Mules 81
MULES: Serviceable, ; unserviceable, ; lost in action, died, etc.,
WAGONS:
PIECES OF ARTILLERY:
EFFECTIVE STRENGTH: Officers, ; enlisted men,
(Effective strength will be reported only in campaign, and in determining such strength only those who are available for service in line of battle will be included. Officers and enlisted men who are sick or disabled, are on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

RECORD OF EVENTS.

NOTE 2.—Actions in which any portion of the command has been engaged, scouts, marches, changes of stations, and anything of interest, will be carefully noted, with dates, places, and distances marched or traveled. 2—377

Regtl. Hq. 1st Bn. Hq. & Co. A & B. left Camp Brownsville, Texas, April 4, 11.30 A.M. Left Brownsville 1.30 P.M. enroute to Washington, D.C. per S.O. 88, H.S.D. March 30/17; arrived Washington, D.C. 7.30 A.M. April 11, 1917. Route traveled G.S.L. Houston, T & B.V. Corsicana St L.S.W. St. Louis.Penn.to destination.
Animals watered fed and exercised every 24 hours. Distance 2300 miles.
Bakery Co. No. 1. ...ined at Harlingen, Texas, April 4/17, S.O. 3 Hq. 1st Prov. Inf. Div. March 29/17.

20a. REPORT OF KNOWN DISTANCE RIFLE FIRING.

References.—Army Regulations, 1913, paragraphs 349–351, 353, 1345; Small Arms Firing Manual.

REPORT OF INDIVIDUAL CLASSIFICATION IN RIFLE PRACTICE

OF

Company "D" 5th Engineers.
(Organization.)

Washington Bks, June 30, 1918
(Station.) (Date.)

SUMMARY.

	Number of Commissioned Officers.		Number of Enlisted Men.
Expert riflemen.	3	2	15
Sharpshooters.	2	5	39
Marksmen.	1	7	59
First-class men.		1	14
Second-class men.			11
Unqualified.		1	14

INSTRUCTIONS.

1. This report will be prepared by the company commander.

2. Where the regiment is serving together, the company commander will forward the report to the battalion commander, who, after verifying it from the company target records will forward it to the regimental commander.

Where a battalion is serving away from regimental headquarters, but in the same territorial department, the battalion commander will forward the report through the post commander to the regimental commander. If the regimental headquarters is in a different department, the battalion commander will forward the report, through his post commander, to the regimental commander, and, in addition, will forward a duplicate through the post commander to the commander of the department in which he is serving.

Where a company is serving away from the other companies of the battalion the report will be forwarded to the commanding officer of the post where the company is stationed, who will verify it from the company target records, certify to its correctness, and forward it to the commanding officer of the battalion to which the company belongs. A duplicate of the report will be forwarded to the commander of the department in which the company is serving, in the manner indicated in the preceding section in the case of a battalion, if the regimental headquarters is not serving in the same department.

3. Whenever, under the foregoing, a duplicate will be required, it will be the duty of the company commander to prepare it, and it should accompany the original to the post commander.

4. The regimental commander will include the figures of this report in his consolidated report. He will forward the report itself with the consolidated report to the department commander if the company is serving in the same territorial department as the headquarters of the regiment; otherwise it will be filed at regimental headquarters.

5. The report will contain the names of all officers and enlisted men qualifying as expert riflemen, sharpshooters, and marksmen in the practice season for which the report is rendered. The names of officers so qualifying will be entered first and will be ruled off from the remainder of the report. The names of the enlisted men who so qualified will be entered in groups according to classification. No entry will be made of the names of those enlisted men who did not qualify in the practice season covered by the report, but who are entitled to classification, and additional pay therefor, as a result of a qualification attained in a prior season in the same enlistment, nor of the names of those who are below the grade of marksman.

6. In the summary will be entered the number of officers and enlisted men entitled to be classified as expert riflemen, sharpshooters, marksmen, first-class men and second-class men, and the number unqualified.

7. Officers and enlisted men attached to a company for practice will be noted in red ink, separately.

Form No. 307, A. G. O.
Ed. Sept. 26-16—40,000. 3—2348 (OVER.)

No.	NAME.	Rank.	Classification.	Date of qualification.	Aggregate score.
1	Bertman, Myron	1st. Lt.	E.R.	May 17, '18	255
1	Gross, Charles P	1st. Lt.	M.M.	May 19, '18	220
1	Inglis, Grover	Corpl.	E.R.	May 6, '18	265
2	Kenah, Percy N.	Corpl.	E.R.	May 12, '18	258
3	O'Dea, Edward	Corpl.	E.R.	May 6, '18	257
4	Erickson, Carl A.	1st cl Pvt	E.R.	May 12, '18	257
5	Johnson, George A.	2nd Cl Pvt	E.R.	May 12, '18	255
1	Duffy, Philip H	1st Cl Pvt	S.S.	May 6 '18	252
2	Beaty, Curtis	1st Cl Pvt	S.S	May 12 '18	252
3	Jacobson, Mills P	2nd cl pvt	S.S	May 19 18	248

3—2348

No.	NAME.	Rank.	Classification.	Date of qualification.	Aggregate score.
4	McIntyre, Patrick J	1st Cl Pvt	S.D.	May 12, 1918	248
5	Susnowski, Napoleon	1st Cl Pvt	S.D.	May 5, 1918	248
6	Blacksten, William G	1st Cl Pvt	S.D.	May 12, 1918	247
7	Furst, Charles	1st Cl Pvt	S.S.	May 7, 1918	244
8	McHie, Sydern	1st Cl Pvt	S.S.	May 12, 1918	241
9	Eyon, Edward G	Corpl	S.D.	May 12, 1918	241
10	Rivage, Joseph J	1st Cl Pvt	S.S.	May 12, 1918	241
11	White, Andrew, W	2nd Cl Pvt	S.S.	May 17, 1918	241
12	Brockshire, Willie S	1st Cl Pvt	S.S.	May 12, 1918	238
13	Kerman, France W	1st Cl Pvt	S.S.	May 12, 1918	238
1	Emry, Otis H	2nd cl pvt	Mm	May 17, 1918	235

2—2348

No.	NAME.	Rank.	Classification.	Date of qualification.	Aggregate score.
2	King, Edward E	1st Cl Pvt	Mm	May 19, 1918	235
3	Patnode, Fred E	2nd Cl Pvt	Mm	May 12, 1918	235
4	Hall, James, G, Jr	1st Cl Pvt	Mm	May 12, 1918	233
5	Yundt, Wm. P.	1st Cl Pvt	Mm	May 17, 1918	233
6	Collins, James, J	2nd Cl Pvt	Mm	May 19, 1918	229
7	McDermott, Wm C	1st Cl Pvt	Mm	May 17, 1918	226
8	Jacques, Joe	2nd Cl Pvt	Mm	May 12, 1918	224
9	Crowell, Walter J	1st Cl Pvt	Mm	May 14, 1917	223
10	Locker, George W	1st Cl Pvt	Mm	May 17, 1918	222
11	Childers, Clifton H	2nd Cl Pvt	Mm	May 12, 1918	221
12	Reidy, Peter W	1st Cl Pvt	Mm	May 12, 1918	219
13	Stearns, George E	1st cl pvt	mm	May 12, 1918	218

3—2348

No.	NAME.	Rank.	Classification.	Date of qualification.	Aggregate score.
14	Shoeming, Edward H	2nd Cl Pvt	Mm	May 19, 1918	216
15	Schumitz, William S	1st Cl Pvt	Mm	May 12, 1918	216
16	Eggleston, John	2nd Cl Pvt	Mm	May 17, 1918	214
17	Pennington, Carl E	2nd Cl Pvt	Mm	May 12, 1918	212
18	Hohrschutz, Hellmuth	1st Cl Pvt	Mm	May 19, 1918	211
19	Welton, Harry A	2nd Cl Pvt	Mm	May 12, 1918	210
20	Rezzie, Walter A	2nd Cl Pvt	Mm	May 17. 1918	208
21	Graham, Robt E	Corpl	Mm	May 17, 1918	207
22	Clover, Clarence C	2nd Cl Pvt	Mm	May 12, 1918	204
23	Cloyes, William M	1st Cl Pvt	Mm	May 19, 1918	203
24	Glenn, Merrileck, C	2nd Cl Pvt	MM	May 17, 1918	202
25n	McGrath, William H	1st Cl pvt	mm m	May 17, 1918	202

3—2348

No.	NAME.	Rank.	Classification.	Date of qualification.	Aggregate score.

I CERTIFY that the foregoing report is correct.

John A Dodd,
Capt, C.E. *Commanding Company.*

June 30, 1918
(Date.)

2—2348

I CERTIFY that I have personally supervised the practice of this company, and that the foregoing report has been examined.

J. A. Mason,
Colonel, C.E.,
Commanding 5th Reg.

Wash Bks DC
(Station.)

July 1, 1918
(Date.)

20b. REPORT OF PISTOL FIRING AND CLASSIFICATION.

REPORT OF INDIVIDUAL CLASSIFICATION

IN PISTOL PRACTICE

OF

Co. "D" 5th Regiment of Engineers
(Organization.)

Washington Bks.DC., June 30, 1917
(Station.) (Date.)

SUMMARY.

	Number of Commissioned Officers.	Number of Enlisted Men.
Expert pistol shots		
First-class pistol shots	1	1 1
Second-class pistol shots	2	7
Unqualified	1	10

INSTRUCTIONS.

1. This report will be prepared by the company commander. Where the regiment is serving together, the company commander will forward the report to the battalion commander, who, after verifying it from the company target records will forward it to the regimental commander. The regimental commander will forward it with his consolidated report to the department commander. Where the company is in a different department from the battalion or regimental headquarters, the report will be forwarded as indicated on Form 307, A. G. O., pertaining to classification in rifle practice.

2. The report will contain the names of all officers and enlisted men qualifying as expert pistol shots and first-class pistol shots in the practice season for which the report is rendered. The names of officers so qualifying will be entered first and will be ruled off from the remainder of the report. No entry will be made of the names of those who did not qualify in those two grades.

3. In the summary will be entered the number of officers and enlisted men entitled to be classified as expert pistol shots, first-class pistol shots, second-class pistol shots, and the number unqualified.

Form No. 308, A. G. O.
Ed. Aug. 8-14—10,000.
(OVER.) 3—2347

EXPERT PISTOL SHOTS

AND

FIRST-CLASS PISTOL SHOTS

(Enter in groups according to classification.)

No.	Name	Rank.	Aggregate score.	Qualification.
1	Dodd, J.A.	Capt	100	1st Cl.
2	Johnson, G.A.	Pvt	103	1st Cl.
1	Benton, A.B.	Pvt	101	1st Cl

I CERTIFY that the foregoing report is correct.

John A. Dodd
Capt. Engrs. *Commanding Company.*
June 30, 1917
(Date.)

I have examined the foregoing report and the methods of conducting practice and of marking and scoring followed in this organization.

J.A. Mason
Colonel, Corps of Engrs.
Commanding 5th Engrs
Washington Barracks, DC.
(Station.)

3—2347

June 30, 1917, 191
(Date.)

20c. RECORD OF KNOWN DISTANCE RIFLE FIRING—INDIVIDUAL.

RECORD OF KNOWN-DISTANCE RIFLE FIRING
(INDIVIDUAL)

OF

Johnson, George A
(Surname.) (Christian name.)

Private, Co "D" 5th Engr.
(Rank.) (Organization.)

DEPARTMENTAL RIFLE COMPETITIONS.

PLACE.	DATE.	MEDAL.	ORDER.

NOTE.—This form is for four years' record and will be used for individual record of known-distance rifle firing.

For methods of scoring, classification, and keeping the record, see paragraphs 101, 240, and 254, Small-Arms Firing Manual.

When a soldier is transferred or detached for an extended period, this record will be completed to date, signed by the organization commander, and attached to the soldier's descriptive list.

If a soldier is a member actually firing on a prize-winning team in a national team match, this fact will be noted under "Departmental Rifle Competitions."

Form No. 304, A. G. O.
Ed. Aug. 19-16—200,000. (OVER.) 3—2172

191 6

SLOW FIRE.			
300.	500.	600.	Total.
34	38	40	112

RAPID FIRE.			
200.	300.	500.	Total.
30	32	32	94
Aggregate, slow fire and rapid fire 206			
Qualification: Mm		Date: June 5, 1916.	

ESTIMATING DISTANCE TEST.					
1.	2.	3.	4.	5.	Total.
86.5	83.4	80.9	91.0	88.6	86.1
Qualification: Mm					

Final classification: Mm.

Date: June 5, 1916.

LONG-DISTANCE PRACTICE.
(For expert riflemen and sharpshooters.)

SLOW FIRE—TARGET C.		
800.	1,000.	Total.

I CERTIFY that the foregoing is a correct report.

John A Dodd

Capt. C.E.

Commanding Co "D"

Belvoir, Va.
(Station.)

June 30, 1916
(Date.)

191 7

SLOW FIRE.			
300.	500.	600.	Total.
41	38	44	123

RAPID FIRE.			
200.	300.	500.	Total.
45	40	35	120
Aggregate, slow fire and rapid fire 243			
Qualification: S.S.		Date: Apr. 22. 1917.	

ESTIMATING DISTANCE TEST.					
1.	2.	3.	4.	5.	Total.
92.4	100.0	82.6	88.7	90.9	90.9
Qualification: S.S.					

Final classification: S.S.

Date: Apr 22, 1917

LONG-DISTANCE PRACTICE.
(For expert riflemen and sharpshooters.)

SLOW FIRE—TARGET C.		
800.	1,000.	Total.

I CERTIFY that the foregoing is a correct report.

John A. Dodd,

Capt. C.E.

Commanding Co "D"

Belvoir, Va.
(Station.)

Apr 30, 191 7
(Date.)

3—2172

191 8

SLOW FIRE.			
300.	500.	600.	Total.
42	48	50	140

RAPID FIRE.			
200.	300.	500.	Total.
43	37	35	115
Aggregate, slow fire and rapid fire 255			
Qualification: E.R.		Date: May 12, 1918.	

ESTIMATING DISTANCE TEST.					
1.	2.	3.	4.	5.	Total.
95.3	92.6	98.1	90.0	91.4	93.5
Qualification: E.R.					

Final classification: E.R.

Date: May 12, 1918.

LONG-DISTANCE PRACTICE.
(For expert riflemen and sharpshooters.)

SLOW FIRE—TARGET C.		
800.	1,000.	Total.

I CERTIFY that the foregoing is a correct report.

John A. Dodd,

Capt. C.E.

Commanding Co. "D"

Belvoir, Va.
(Station.)

June 30, 1918
(Date.)

20d. RECORD OF PISTOL FIRING—INDIVIDUAL.

RECORD OF PISTOL FIRING

(INDIVIDUAL)

OF

Johnson, George A.
(Surname.) (Christian name.)

Private, Co. "D" 5th Engrs.
(Grade.) (Troop and regiment.)

DEPARTMENTAL PISTOL COMPETITIONS.

PLACE.	DATE.	MEDAL.	ORDER.

INSTRUCTIONS.

1. This form is for three years' record and will be used for individual record of pistol firing.

2. For methods of scoring, classification, and keeping the record, see paragraphs 101, 243, and 254, Small-Arms Firing Manual.

3. When a soldier is transferred or detached for an extended period, this record will be completed to date, signed by the organization commander, and attached to the soldier's descriptive list.

Form No. 305, A. G. O
Ed. Feb. 27-17—50,000. (OVER.) 3—2173

1916

DISMOUNTED COURSE.

RAPID FIRE.		QUICK FIRE.			
25 yards.—2 scores.		15 yards.—2 scores.		25 yards.—2 scores.	
Failed to make 50 per cent at 15 yds rapid fire					

TOTAL: { RAPID FIRE ..... / QUICK FIRE ..... } AGGREGATE .....

EXPERT TEST—DISMOUNTED COURSE.		
RAPID FIRE.	QUICK FIRE.	
50 yards.—1 score.	15 yards.—1 score.	25 yards.—1 score.

TOTAL: { RAPID FIRE ..... / QUICK FIRE ..... } AGGREGATE .....

MOUNTED COURSE.

AT THE HALT. 10 yards.—2 scores.		AT THE GALLOP. 10 yards.—4 scores.			
To right.	To left.	2 to right.		2 to left.	

TOTAL: { HALT ..... / GALLOP ..... } AGGREGATE .....

EXPERT TEST—MOUNTED COURSE.				
HALT. 8 to 15 yds.—1 score.	GALLOP. 10 yds.—1 score.	GALLOP EXTD. 5 to 15 yds.—2 scores.		TOTAL.

Classification: Unqualified

Date: May 27, 1916.

I CERTIFY that the foregoing is a correct report.

John A. Dodd,

Capt, Corps of Engrs.

Belvoir, Va. (Station.) *Commanding* "D"

May 27 (Date.), 1916

1917

DISMOUNTED COURSE.

RAPID FIRE.		QUICK FIRE.			
25 yards.—2 scores.		15 yards.—2 scores.		25 yards.—2 scores.	
40	40	5	5	5	5

TOTAL: { RAPID FIRE 80 / QUICK FIRE 20 } AGGREGATE 100

EXPERT TEST—DISMOUNTED COURSE.		
RAPID FIRE.	QUICK FIRE.	
50 yards.—1 score.	15 yards.—1 score.	25 yards.—1 score.
30	OUT	

TOTAL: { RAPID FIRE ..... / QUICK FIRE ..... } AGGREGATE .....

3—2173

MOUNTED COURSE.

AT THE HALT. 10 yards.—2 scores.		AT THE GALLOP. 10 yards.—4 scores.			
To right.	To left.	2 to right.		2 to left.	

TOTAL: { HALT ..... / GALLOP ..... } AGGREGATE .....

EXPERT TEST—MOUNTED COURSE.				
HALT. 8 to 15 yds.—1 score.	GALLOP. 10 yds.—1 score.	GALLOP EXTD. 5 to 15 yds.—2 scores.		TOTAL.

Classification: 1st Class Pistol Shot

Date: July 22, 1917.

I CERTIFY that the foregoing is a correct report.

John A Dodd,
Capt. Corps of Engrs.

Belvoir, Va. (Station.) *Commanding* "D"

July 22 (Date.), 1917

191 8

DISMOUNTED COURSE.

RAPID FIRE.		QUICK FIRE.			
25 yards.—2 scores.		15 yards.—2 scores.		25 yards.—2 scores.	
41	45	4	4	4	5

TOTAL: { RAPID FIRE 86 / QUICK FIRE 17 } AGGREGATE 103

EXPERT TEST—DISMOUNTED COURSE.		
RAPID FIRE.	QUICK FIRE.	
50 yards.—1 score.	15 yards.—1 score.	25 yards.—1 score.
36	OUT	

TOTAL: { RAPID FIRE ..... / QUICK FIRE ..... } AGGREGATE .....

MOUNTED COURSE.

AT THE HALT. 10 yards.—2 scores.		AT THE GALLOP. 10 yards.—4 scores.			
To right.	To left.	2 to right.		2 to left.	

TOTAL: { HALT ..... / GALLOP ..... } AGGREGATE .....

EXPERT TEST—MOUNTED COURSE.				
HALT. 8 to 15 yds.—1 score.	GALLOP. 10 yds.—1 score.	GALLOP EXTD. 5 to 15 yds.—2 scores.		TOTAL.

Classification: 1st class Pistol Shot

Date: May 19, 1917

I CERTIFY that the foregoing is a correct report.

John A Dodd,
Capt. Corps of Engrs.

Belvoir, Va. (Station.) *Commanding* Co "D"

May 19, 1917. (Date.), 191

3—2173

21. CHARGE SHEET.

CHARGE SHEET. *Number* _____ (In summary court record.)

Washington Barracks, D.C., (Place.) July 21, (Date.), 19 16

Johnson, (Surname.) George A. (Christian name.), Private, Co. "D" 5th Engineers. (Rank and organization.)

Date current enlistment, Feb. 25, 19 16; Rate of pay, $ 17.; No. previous convictions, None.

Previous service, None. (Give dates, with character given on each discharge.)

Date of—Arrest, _____, 19____ Place where accused is now in ~~arrest or~~ confinement),

Confinement, July 20, 19 16 Washington Barracks, D.C.

Witnesses:

1st Sergt. Moraly, Co. "D" 5th Engrs., _____; _____, _____;

Corpl. Smalldon, Co. "D" 5th Engrs., _____; _____, _____.

Charge : Violation of the 61st. Article of War.

Specification : In that Private George A. Johnson, Company "D" 5th Engineers, did, at Washington Barracks, D.C., without leave, absent himself from his company from about 9:30 A.M. July 15, 1916, to about 5:00 P.M. July 20, 1916.

John A. Dodd.
Captain., Corps of Engineers.
Officer preferring charges.

Pleas : Guilty.

Findings : Guilty.

Sentence : To forfeit five (5) days pay.

A. C. Byron,
1st Lieut., Corps of Engineers.
Summary Court Officer.

Hq. Washington Barracks, D.C., July 22, 1916.
Approved.

J. A. Wood,
Colonel., Corps of Engineers.
Commanding.

Form No. 594, A. G. O.
Ed. Feb. 9-17—50,000.

42—4106

Pleas:

Findings:

Sentence, ...

Days in arrest (or confinement), ...; Maximum punishment, ...

Remarks:

[NOTE.—The above spaces are intended only for use for record purposes at the headquarters of the officer appointing the special or general court-martial, and it is not intended that they shall be filled in by summary courts, trial judge advocates, etc.]

INSTRUCTIONS.

1. Submission of charges.—All charges for trial by court-martial will be prepared in triplicate, using the prescribed charge sheet as a first sheet and using such additional sheets of ordinary paper as are required. They will be accompanied—

(*a*) Except when trial is to be had by summary court, by a brief statement of the substance of all material testimony expected from each material witness, both those for the prosecution and those for the defense, together with all available and necessary information as to any other actual or probable testimony or evidence in the case; and

(*b*) In the case of a soldier, by properly authenticated evidence of convictions, if any, of an offense or offenses committed by him during his current enlistment and within one year next preceding the date of the alleged commission by him of any offenses set forth in the charges.

They will be forwarded by the officer preferring them to the officer immediately exercising summary court-martial jurisdiction over the command to which the accused belongs, and will by him and by each superior commander into whose hands they may come either be referred to a court-martial within his jurisdiction for trial, forwarded to the next superior authority exercising court-martial jurisdiction over the command to which the accused belongs or pertains, or otherwise disposed of as circumstances may appear to require. (M. C. M., par. 75.)

2. Investigation of charges.—If the officer immediately exercising summary court-martial jurisdiction over the command to which the accused belongs or pertains decides to forward the charges to superior authority, he will, before so doing, either carefully investigate them himself or will cause an officer other than the officer preferring the charges to investigate them carefully and to report to him, orally or otherwise, the result of such investigation. The officer investigating the charges will afford to the accused an opportunity to make any statement, offer any evidence, or present any matter in extenuation that he may desire to have considered in connection with the accusations against him. If the accused desires to submit nothing, the indorsement will so state. In his indorsement forwarding the charges to superior authority the commanding officer will include:

(*a*) The name of the officer who investigated the charges;

(*b*) The opinion of both such officer and himself as to whether the several charges can be sustained;

(*c*) The substance of such material statement, if any, as the accused may have voluntarily made in connection with the case during the investigation thereof;

(*d*) A summary of the extenuating circumstances, if any, connected with the case;

(*e*) His recommendation of action to be taken. (M. C. M., par. 76.)

3. Disposition of copies of charges.—(*a*) When trial is to be had by summary court the charges will be completed as the record of trial, a copy thereof will be completed as a copy of the summary court record for the company or other commander, and the other copy will, with the least practicable delay after action has been taken on the sentence, be completed and transmitted as the required report of trial to the officer exercising general court-martial jurisdiction over the command, there to be filed in the office of the judge advocate for a period of two years, at the end of which time it may be destroyed;

(*b*) When trial is to be had by special or general court-martial the charges and one copy thereof will be referred to the trial judge advocate, the copy to be furnished by him to the accused or his counsel, and the other copy will be used for record purposes in the office of the officer appointing the trial court, the top fold of this copy of the charge sheet, in case of trial by general court-martial, being detached at the proper time and forwarded with the record of trial to the Judge Advocate General of the Army. (M. C. M., par. 79.)

4. Disposition of evidence of previous convictions.—(*a*) The evidence of a previous conviction referred to a summary court or to the judge advocate of a special court will, after trial, be returned by him to the appointing authority and will, after action by the latter on the case, be returned to the company or detachment to which it pertains;

(*b*) The evidence of a previous conviction referred to the judge advocate of a general court-martial will, if a company record, after trial be returned by him direct to the company or detachment to which it pertains, and a certified copy thereof will be attached to the record of trial. (M. C. M., par. 306.)

[NOTE.—This form supersedes the blank form for record of trial by summary court (Form No. 99, A. G. O.), the blank form for report of tria summary court (Form No. 59, A. G. O.) and the blank form t tatement of service (Form No. 15, A. G. O.).]

22. NONCOMMISSIONED OFFICER'S WARRANT.

References.—Army Regulations, 1913, paragraphs 270-272, 274-278.

ARMY OF THE UNITED STATES OF AMERICA

To all who shall see these presents, greeting:

Know Ye, that reposing special trust and confidence in the fidelity and abilities of William C. Parker, I do hereby appoint him † Corporal, Company "D" Fifth Regiment of Engineers of the ‡ Regular Army Reserve of the **United States,** to rank as such from the fourteenth day of August one thousand nine hundred and seventeen. He is therefore carefully and diligently to discharge the duty of * Corporal by doing and performing all manner of things thereunto belonging. And I do strictly charge and require all Non Commissioned Officers and Soldiers under his command to be obedient to his orders as Corporal. And he is to observe and follow such orders and directions from time to time as he shall receive from his Superior Officers and Non Commissioned Officers set over him, according to the rules and discipline of War.

Given under my hand at Washington Barracks, D.C. this Fourteenth day of August in the Year of our Lord one thousand nine hundred and Seventeen.

John A. Wood
Colonel, Corps of Engineers,
Commanding the Regiment.

Form No. 152, A.G.O.
Ed. Feb. 19 11 25,000

* Insert grade.
† Insert grade and company and regiment or corps or department, e.g. "Corporal, Company N, 1st Infantry;" "Sergeant, Quartermaster Corps;" "Sergeant, First Class, Medical Department."
‡ Insert "Regular Army;" "Volunteer Army;" "Regular Army Reserve," or "Enlisted Reserve Corps," as the case may be.

Company D 5th Regiment of Engineers,
Washington Barracks, D. C.
August 16, 1917.

Company Orders
No. 22.

1. The following reduction and promotion is hereby made in Company D, 5th Regiment of Engineers, effective this date:

TO BE PRIVATE
Cook Alton B. Parker.

TO BE COOK
Private Arlie L. Jenkins, vice Parker reduced.

John A. Dodd,
Captain, Corps of Engineers,
Commanding Company D.

NOTE.—By the issue of the company order similar to the above the company commander can appoint:

(*a*) From the sergeants of the company: The first sergeant, mess sergeant, stable sergeant, and supply sergeant.

(*b*) From the privates: Privates first class.

(*c*) From the privates and privates first class: The cooks, buglers, saddler, and horseshoer.

In a similar manner the company commander can return the first sergeant, etc., to duty as sergeant, and can reduce the privates first class, and cooks, buglers, saddler, and horseshoer to private.

Warrants are not issued the first sergeant, mess sergeant, stable sergeant, supply sergeant, or men in the grades named in (*b*) and (*c*).

Company D 5th Regiment of Engineers,
Washington Barracks, D. C.
August 12, 1917.

From: C. O. Co. D, 5th Regt. of Engrs.
To: C. O. 5th Regt. of Engrs.
Subject: Recommendation for reduction and promotions.

1. The following reduction and promotions in Company D, 1st Regiment of Engineers, are recommended:

TO BE PRIVATE
Sergeant Patrick L. Casey.

TO BE SERGEANT
Corporal James A. Duffy, vice Casey reduced.

TO BE CORPORAL
Private William C. Parker, vice Duffy promoted.

John A. Dodd,
Captain, Corps of Engineers.

When the company commander desires a noncommissioned officer of his company reduced without trial by court-martial, he will write a letter similar to the above to the regimental commander.

Headquarters Fifth Regiment, U. S. Engineers,
Washington Barracks, D. C., August 14, 1917.

Regimental Orders
No. 62.

1. Upon the recommendation of the company commander, the following reduction and promotions in Company D, Fifth Regiment U. S. Engineers, are announced:

TO BE PRIVATE,
Sergeant Patrick L. Casey.
TO BE SERGEANT,
Corporal James A. Duffy.
TO BE CORPORAL,
Private William C. Parker.

By order of Colonel Wood.

Hiram Johnson,
Captain, Corps of Engrs.,
Adjutant.

Order issued by the regimental commander as a result of Capt. Dodd's recommendations.

NOTE.—A noncommissioned officer, when reduced, is always reduced to the grade of private.

SECTION 27. NATIONAL DEFENSE ACT.

[Extract.]

* * * * * * *

That any noncommissioned officer discharged with excellent character shall be permitted, at the expiration of three years in the active service, to reenlist in the organization from which discharged with the rank and grade held by him at the time of discharge if he reenlists within twenty days after the date of such discharge.

* * * * * * *

NOTE.—When the warrant of a noncommissioned officer is continued in force the following indorsement is placed on the back of his warrant:

Company D, 5th Engineers,
Washington Barracks, D. C.,
March 1, 1919.
Warrant continued in force upon reenlistment March 1st, 1919.
John A. Dodd,
Captain, Corps of Engineers,
Comdg. Co. D, 5th Engrs.

23. FURLOUGH.

References.—Army Regulations, 1913, paragraphs 106–113, 134, 1229, 1233–1238.

FURLOUGH.

TO ALL WHOM IT MAY CONCERN:

Be it known, That in pursuance of authority in me vested by Paragraph 106 Army Regulations, 1913.
(Give full reference to orders or other authority.)

a FURLOUGH is hereby granted to

Wilson, (Surname.) Albert B. (Christian name.)

a Corpl. (Grade.) Co. "D" 5th Engineers. (Company and regiment or corps or department.)

*for the period from August 11th, 191 7

†from date of arrival in the United States to August 20th, 191 7, both days inclusive, with permission to visit Athens, Ga.

The close of the last day of this furlough must find him with his Company. at Wash. Bks, D.C., or wherever it may then be

†or at _____
(Here enter name of post nearest home port of embarkation.)

Station: Washington Barracks, D.C.

Date: August 11th, 1917.

J. A. Wood.

Colonel., Corps of Engineers.
Commanding Post.

*Strike out this line in case of furlough granted to a soldier serving in Porto Rico, Panama Canal Zone, Hawaii, Guam, the Philippine Islands, Alaska, or at any station beyond the continental limits of the United States. The furlough in such case takes effect on the date the soldier reaches the United States, which will be shown in the certificate of transport quartermaster or agent hereon.
†Strike out these lines if not applicable.

Form No. 66, A. G. O.
Ed. Dec. 14-16—100,000. 3—1231

Subvoucher No......

TO

Voucher No. ....., Abstract of Disbursements,

PERTAINING TO ACCOUNT CURRENT

of .....

....., Quartermaster, for

....., 191

INSTRUCTIONS.

Failure to rejoin proper station on the expiration of the furlough works a forfeiture of any claim for commutation of rations for the period of the furlough.

This paper will be preserved by the soldier for use in collecting commutation of rations, which will be paid by any quartermaster having funds for the purpose, after the certificate on page 3 hereof has been duly executed.

The transport quartermaster or agent will certify hereon the dates between which subsistence was furnished on the transport, and the date the vessel arrived in the United States.

The commanding officer of the post at which the soldier is directed to report on the expiration of his furlough will cause the certificate on page 3 hereof to be executed, showing date the soldier reported.

The authority under which a furlough is granted (whether under Army Regulations or in pursuance of the orders of a superior) should be cited on the face of the furlough by the officer granting it. If the *period* for which the furlough is given is within the competency of the authority cited, no copy of the order is needed to accompany the furlough when presented to a disbursing officer for payment of commutation of rations, but if the *period* is manifestly beyond the competency of the authority cited, the furlough should, when presented for payment of commutation of rations, be accompanied by copies of all orders in pursuance of which it was given.

MEMORANDUM.

Pay and rations.—This soldier was last paid to include July 31st., 1917; included on ration return to August 31st., 1917; actually rationed to include Aug. 10th., 1917; the 21 rations overdrawn to be deducted from ration return of Co. "D" 5th Engineers. for the period from September 1st., 1917, to September 30th., 1917.

Description of Soldier.

Age, 26; height, 5 feet 9 inches; complexion, Ruddy; eyes, Brown; hair, Dk. Brown.

Signature of soldier: Albert B. Wilson

John A. Dodd

Capt. Corps of Engrs.

Commanding Co. "D" 5th Engrs.
(Organization or detachment.)

CERTIFICATE OF TRANSPORT QUARTERMASTER OR AGENT, OR OF CAPTAIN OR PURSER OF COMMERCIAL LINER.

I certify that subsistence was furnished the above-named man from _____, 191

to _____, 191 (both dates inclusive),

on _____

which arrived at _____

on _____, 191

_____

_____

3—1231 _____

Washington Bks, D.C.

August 21st., 1917

The above-named soldier * reported for duty, as required by this furlough, on the 20th. day of August, 1917, * was discharged per Special Orders, No. ....., Hq. ..... 191 , on the ..... day of ....., 191 , and will be included on ration return from and including † September 1st., 1917

The rations reported as overdrawn were duly deducted from the ration return referred to.

John A. Dodd.

Capt. Corps of Engrs.

Commanding Co. "D" 5th Engrs.
(Organization or detachment.)

Commutation of rations paid by Check No. ....., on ..... in favor of ....., or order, dated ....., 191 . Am't, $.....

.....

....., *Quartermaster.*

---

*Strike out clause not applicable.

†A full day's ration is the unit. Paragraph 371, Army Regulations, 1913, prescribes three meals per day—breakfast, dinner, and supper. The credit in rations to be given an organization for messing men for a part of a day only should therefore be determined by dividing the total number of meals furnished by 3, and taking the quotient to the nearest whole number. A remaining fraction of ⅓ would thus be disregarded, whereas ⅔ remaining would count as a ration.

24. CLOTHING AND EQUIPAGE.

References.—See General Order No. 17, War Department, 1916, for allowances and prices of clothing. Army Regulations, 1913, paragraphs 266, 1146, 1153–1166, 1168–1178, 1180–1183.

WAR DEPARTMENT.
Q. M. C. Form No. 213.
(Authorized March 6, 1915.)

REQUISITION FOR CLOTHING (IN BULK)

Co. "D" 5th Engineers. (Organization.) Washington Barracks, D.C. (Station.) May 5th, 1917

Req'd.	Issued.	Ret'd to Q. M.	Net issued.	Articles.	Sizes																		Unit prices.	Totals.		
				Bands, cap, dress (state arm)		6⅝	6¾	6⅞	7	7⅛	7¼	7⅜	7½													
50	50	1	49	Belts, waist																			.10		4	90
				Breeches, pairs:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
100	100	2	98	Cotton, O. D., foot					12			10				22						6	1.07	1	0	4 86
				Cotton, O. D., m't'd																						
				Woolen, O. D., foot																						
				Woolen, O. D., m't'd																						
					19	20	21	22	23	24	25	26	27	28	29	30	31	32								
				Cotton O. D., foot				8				30					12									
				Cotton, O. D., m't'd																						
				Woolen, O. D., foot																						
				Woolen, O. D., m't'd																						
				Caps:		6½	6¾	6⅞	6½	7	7⅛	7¼	7⅜	7½	7⅝											
				Bakers' and cooks'		xxx	xxx								xxx											
				Dress (without bands)		xxx									xxx											
				Service											xxx											
				Winter		xxx																				
				Chevrons, pairs:	Arm																					
				Cotton, O. D.																						
				Denim																						
				Dress																						
				Gunners'																						
				White																						
				Woolen, O. D.																						
				Coats:	1	2	3	3½	4	4¼	4½	5	5¼	5½	6	6¼	6½	7	7¼	7½	8	9				
				Denim				xxx		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx				
				Dress																						
50	50	1	49	Service, cotton, O. D.								20			10		10			10			1.31	6	4	19
				Service, woolen, O. D.																						
				White				xxx		xxx	xxx		xxx	xxx		xxx	xxx	xxx	xxx	xxx	xxx	xxx				
					14	14¼	15	15½	16	16½	17	17½	18	18½												
				Collars																						
				Cords:	Arm																					
				Breast																						
50	50	1	49	Hat		Engineer.																	.05		2	45
				Drawers, pairs:	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18				
				Canton flannel, winter																						
200	200	4	196	Jean, summer		48	96		24		32												.22	4	3	12
					19	20	21																			
				Canton flannel, winter																						
				Jean, summer																						
					9	10	11																			
				Gauntlets, winter, pairs																						
				Gloves, pairs:	7½	8	8½	9	9½	10	10½	11	11½	12												
				Cotton, white	xxx	xxx	xxx		xxx		xxx		xxx													
50	50	1	49	Horse hide, yellow		25	10	15															.70	3	4	30
				Riding							xxx	xxx	xxx	xxx												
				Woolen, O. D.	xxx	xxx	xxx		xxx		xxx		xxx	xxx												
				Hats:			6¾	6⅞	7	7¼	7¼	7⅜	7½	7⅝	7¾											
				Denim																						
50	50	1	49	Service			15	25	8	2				xxx	xxx								1.04	5	0	96
				Laces, pairs:																						
				Breeches																						
100	100	2	98	Leggin																			.01			98
200	200	4	196	Shoe																			.01		1	96
					1	2	3	4	5	6																
100	100	2	98	Leggins, canvas, pairs	10	25	50	15															.47	4	6	06
				Neckties																						
				Ornaments (each):																						
				Cap, bronze																						
				Cap, gilt																						
50	50	1	49	Collar, bronze																			.04		1	96
50	50	1	49	Collar, bronze, letters U. S.																			.02			98
				Collar, gilt																						
				Collar, gilt, letters U. S.																						
					5	6	7	8	9	10	11	12	13													
				Overshoes, arctic, pairs																						
					1	2	3	4	5	6																
100	100	2	98	Shirts, flannel, O. D.		35	35	30															2.37	2	3	2 26
					13	13½	14	14½	15	15½	16	16½	17	17½	18	18½										
				Shirts, muslin																						
					5	5½	6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12							
				Shoes, gymnasium																						
																							Carried forward	5	8	8 98

Req'd.	Issued.	Ret'd to Q. M.	Net issued.	Articles.	Sizes.																		Unit prices.	Totals.			
				Brought forward																				5	8	8	98
				Shoes, russet, pairs:	5	5½	6	6½	7	7½	8	8½	9	9½	10	10½	11	11½	12								
12	12	2	10	Last A							[illegible]		2		2		2						2.81		2	8	10
13	13	-	13	Last B					4		4			3		1							2.81		3	6	53
10	10	-	10	Last C				1		3		5						1					2.81		2	8	10
25	25	-	25	Last D							10	5	3	2		2		3					2.81		7	0	25
20	20	-	20	Last E			1			5		4	5	2	3								2.81		5	6	20
20	20	-	20	Last EE							6		4		4	3	3						2.81		5	6	20
				Stockings, pairs:	9½	10	10½	11	11½	12																	
				Cotton						xxx																	
				Woolen, heavy		xxx		xxx		xxx																	
300	300	6	294	Woolen, light		50	50	100	75	25													.13		3	8	22
				Stripes, pairs:	Sgt.	Corp	Mus.			Art.	Cav.	Eng.	H.C.	Inf.	M.C.	Nav.	Ord.	Q.M.	Sch.	Sig.							
				Service	xxx	xxx	xxx																				
				Trouser											xxx	xxx											
					36	38	40																				
				Suspenders, pairs																							
50	50	1	49	Tags, identification																			.01				49
50	50	1	49	Tape, identification, yds.																			.01				49
				Trousers, pairs:	1	2	3	3½	4	4¼	4½	5	5¼	6½	6	6¼	6½	7	7¼	7½	8	9					
				Cotton, O. D.																							
50	50	1	49	Denim	35	15		xxx		xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	xxx	.88		4	3	12
				Dress, 16-oz.																							
				Dress, 22-oz.																							
				White				xxx		xxx	xxx		xxx	xxx		xxx	xxx		xxx	xxx							
				Woolen, O. D.																							
				Undershirts:	1	2	3	4	5	6																	
200	200	4	196	Cotton, summer	50	100	25	25															.23		4	5	08
				Woolen, winter																							
				Total value of clothing received from quartermaster																				9	9	1	76

The articles enumerated in column "Required" are necessary to properly equip my command. Supply is requested.

(1) John A. Dodd,

Approved: Capt., Corps of Engineers.

(2) ....

.... Commanding.

(Approval required only when used as special requisition by quartermaster.)

The articles enumerated in column "Issued" were received by me from Capt. A. B. Cole, Q. M., on May 5th, 1916

(3) John A. Dodd,
(Signed by organization commander or his representative.)

Capt., Corps of Engineers.

Issued by:

(4) A. B. Cole,
(Signed by quartermaster or his representative.)

Captain., Q. M. Corps.

The articles enumerated in columns "Ret'd to Q. M." were returned to him on May 6th, 1916

(5) John A. Dodd,
(Signed by organization commander or his representative.)

Capt., Corps of Engineers.

Returned articles received by:

(6) A. B. Cole,
(Signed by quartermaster or his representative.)

Capt., Q. M. Corps.

I certify that the articles enumerated in column "Net issued" have been duly issued.

Total money value of clothing issued to enlisted men Nine hundred ninety one and 76/100 dollars ---------------------- ($ 991.76)

Prices were taken from G. O. No. 22, W. D., 1916

(7) John A. Dodd,
(Signed by organization commander or his representative.)

Capt., Corps of Engineers.

(Above certificate (7) not to be completed on copies retained by quartermaster.)

Q. M. C. Form No. 213.

Voucher No. ...., F. Y. 191

PROPERTY ACCOUNT

OF

.... *Quartermaster.*

at ....

REQUISITION FOR CLOTHING (in bulk)

.... (Organization.)

Dated ...., 191

INSTRUCTIONS.

Prepared in triplicate by organization commander and sent direct to quartermaster.

Quartermaster will prepare clothing for issue and enter quantities in column "Issued" and unit prices in column "Unit prices" on all copies. Organization commander or an officer designated by him will receive the clothing at the quartermaster's storehouse and all copies of requisition will be signed at (3) and (4) as indicated. A line will be drawn through each blank space in column "Issued" before signing. Clothing will be removed from quartermaster's storehouse for issue. One copy of requisition will be delivered to officer receiving the clothing and two copies retained by the quartermaster as voucher to Property Account.

The issuing officer will enter on Individual Clothing Slip the quantities issued, initial the slip, obtain soldier's receipt, and sign certificate hereon at (7). Clothing not actually issued will be returned to the quartermaster by the organization commander or an officer designated by him, within twenty-four hours from time clothing was drawn, the quantities being entered on the three copies in column "Returned to Quartermaster." A line will be drawn through each blank space and all copies signed at (5) and (6) as indicated. Column "Net issued" will be filled in to show net quantities issued.

After clothing has been issued and surplus returned, if any, the organization commander will immediately cause requisition to be completed and Statement of Clothing Charged, etc. (Form No. 165b) to be prepared as explained on that form.

The quartermaster completes his copies of the requisition and after posting to Property Account will forward one copy to the Quartermaster General and file the other copy with his retained vouchers.

This form may be used as a special requisition by quartermaster where hle; in which case quartermaster signs at (1) and C. O. at (2).

neo extra sheet for Alaska (Form 213a) is used, the total value therefrom will be entered on this form and included in "Total value of clothing received from quartermaster."

3—1053

A. REQUISITION FOR CLOTHING.

Q. M. C.—Form No. 165 b.

STATEMENT

OF

CLOTHING CHARGED TO ENLISTED MEN

OF

Company "D" 5th Engineers.
(Organization.)

Individual Slips No. 1 *to* 50, *incl.*,

From Apl. 20, *191*6, *to* May 6., *191*6, *incl.*

Requisition for clothing dated May 5., *191*6

INSTRUCTIONS.

1. The organization commander will make a statement on this form (single copy) for all clothing drawn by or issued to enlisted men of his command.

2. A separate statement will be made for each bulk issue. (See Instructions, Form No. 213.)

3. When clothing is drawn individually from the quartermaster, each Individual Clothing Slip will be entered opposite its corresponding number on this form immediately after the duplicate slip has been returned from the quartermaster. For individual issues, the statement will be completed at the end of each calendar month, or whenever an organization leaves the vicinity of the issuing quartermaster for an extended period.

4. At the end of a month or period and also whenever the statement is made in connection with Requisition for Clothing (in bulk) (Form No. 213), the organization commander will determine the total money value of clothing charged to enlisted men and complete the statement.

5. When clothing is issued gratuitously, the money value thereof will be separated from the money value to be charged and both amounts entered on the statement in the space opposite the man's name, the gratuitous issue being entered in red ink or indicated by the letter "G."

6. The total money value of the clothing charged to enlisted men (including the gratuitous issues) must be equal to the total money value of clothing drawn from the quartermaster.

7. The organization commander will file this statement with the requisitions to which it pertains.

2—2369

WAR DEPARTMENT.
Q. M. C. Form No. 165 b.
(Aus. M March 6, 1915.)

STATEMENT OF CLOTHING CHARGED TO ENLISTED MEN.

Drawn on Individual Slips Nos. 1 *to* 50, *incl., from* April 20th, *191*5, *to* May 6th, *191* 6, *incl.*
Drawn on Requisition for Clothing (in bulk) dated May 5th, *191* 6

Slip No.	To whom issued	Amount		Slip No.	To whom issued	Amount		Slip No.	To whom issued	Amount	
1	Johnson	20	22		Brought forward	970	56		Brought forward		
2	Smith	20	22	50	Humphery	20	22	98			
3	Jones	20	22	51	Co. "D" 5th Engrs.		98	99			
4	Albright	20	22	52				100			
5	Abney	20	22	53				101			
6	Jenkins	20	22	54				102			
7	Ross	20	22	55				103			
8	Ethen	20	22	56				104			
9	Smiley	20	22	57				105			
10	Dunn	20	22	58				106			
11	Donnelly	20	22	59				107			
12	Patrick	20	22	60				108			
13	Burr	20	22	61				109			
14	Benson	20	22	62				110			
15	Beck	20	22	63				111			
16	Arthur	20	22	64				112			
17	Zarrell	20	22	65				113			
18	Osborne	20	22	66				114			
19	Micheal	20	22	67				115			
20	Sullivan	20	22	68				116			
21	McFadden	20	22	69				117			
22	Orth	20	22	70				118			
23	Iraland	20	22	71				119			
24	Freeman	20	22	72				120			
25	Ryon	20	22	73				121			
26	Douglass	20	22	74				122			
27	Penn	20	22	75				123			
28	Mann	20	22	76				124			
29	Swartz	20	22	77				125			
30	North	20	22	78				126			
31	Neith	20	22	79				127			
32	Sump	20	22	80				128			
63	Exsten	20	22	81				129			
34	Miner	20	22	82				130			
35	Morely	20	22	83				131			
36	Small	20	22	84				132			
37	Koff	20	22	85				133			
38	Everett	20	22	86				134			
39	Ardley	20	22	87				135			
40	Buck	20	22	88				136			
41	Buckley	20	22	89				137			
42	Pye	20	22	90				138			
43	Dix	20	22	91				139			
44	Dixon	20	22	92				140			
45	Yonger	20	22	93				141			
46	Peck 1 (Not issued)			94				142			
47	Ord	20	22	95				143			
48	Morse	20	22	96				144			
49	Turner	20	22	97				145			
	Total carried forward	970	56		Total carried forward	991	76		Total carried forward		

Slip No.	To whom issued	Amount		Slip No.	To whom issued	Amount		Slip No.	To whom issued	Amount	
	Brought forward				Brought forward:				Brought forward:	991	76
146				163				180			
147				164				181			
148				165				182			
149				166				183			
150				167				184			
151				168				185			
152				169				186			
153				170				187			
154				171				188			
155				172				189			
156				173				190			
157				174				191			
158				175				192			
159				176				193			
160				177				194			
161				178				195			
162				179				196			
	Total carried forward				Total carried forward				Total	991	76

I certify that this statement is correct, and that the money values have been charged on the descriptive lists of the respective enlisted men. Prices were taken from G. O. No. 22, *W. D., 191* 6.

Station Wash. Bks., D.C.

Date May 9th, *191* 6

John A. Dodd,

Capt., Corps of Engrs. *Commanding* Co. "D"

WAR DEPARTMENT.
Q. M. C. Form No. 165.
Approved March 6, 1915.

ORIGINAL

INDIVIDUAL CLOTHING SLIP.

The quartermaster is requested to issue the articles enumerated below to
Private. George A. Johnson,
(Name and rank of soldier.)
John A. Dodd,
Capt. Corps of Engrs., Com'd'g D"5th Engrs.

3—2371

Quantities. Req'd.	Quantities. Issued.	Articles.	Sizes. Req'd.	Sizes. Issued.	Unit prices.	Totals.	
		Bands, cap, dress ....each					
1	1	Belts, waist ....each			.10		10
2	2	Breeches, cotton, O. D ....pairs	5		1.07	2	14
		Breeches, woolen, O. D ....pairs					
		Caps, dress (without bands) ....each					
		Caps, service ....each					
		Chevrons, cotton, O. D. ....pairs					
		Chevrons, dress ....pairs					
		Chevrons, woolen, O. D. ....pairs					
		Chevrons, ...pairs					
		Coats, denim ....each					
		Coats, dress ....each					
1	1	Coats, service cotton O.D., each	5		1.31	1	31
		Coats, ...each					
		Collars, ...each					
		Cords, breast ....each					
1	1	Cords, hat ....each			.05		05
		Drawers, canton flannel ....pairs					
4	4	Drawers, jean ....pairs	2		.22		88
		Gauntlets, winter ....pairs					
1	1	Gloves, Horsehide ....pairs	9		.70		70
		Gloves, ...pairs					
		Hats, denim ....each					
1	1	Hats, service ....each	6-7/8		1.04	1	04
2	2	Laces Leggin ....pairs			.01		02
4	4	Laces, shoe ....pairs			.01		04
2	2	Leggins ....pairs	2		.47		94
1	1	~~[illegible]~~ Tape, yd. ....each			.01		01
		Ornaments, cap, bronze ....each					
		Ornaments, cap, gilt ....each					
1	1	Ornaments, collar, bronze ....each			.04		
1	1	Ornaments, collar, br., "U. S." ....each			.02		
		Ornaments, collar, gilt ....each					
		Ornaments, collar, gilt, "U. S." ....each					
		Overshoes, arctic ....pairs					
2	2	Shirts, flannel, O. D. ....each			2.37	4	74
		Shoes, gymnasium ....pairs					
2	2	Shoes, russet ....pairs	9A		2.81	5	62
		Stockings, cotton ....pairs					
6	6	Stockings, woolen, "L" wt. ....pairs	11		.13		78
		Stripes, service ....pairs					
		Stripes, trouser ....pairs					
		Suspenders ....pairs					
1	1	Trousers, denim ....pairs	1		.88		88
		Trousers, dress, ...oz. ....pairs					
4	4	Undershirts, cotton ....each	2		.23		23
		Undershirts, woolen ....each					
1	1	Tag, identification			.01		01
		Total				20	22

Received the articles enumerated in column "Quantities issued."

.0 2

George A. Johnson,
Private. Co. "D" 5th Engineers

Slip No. 1
Date 5/6/16, 191

Issued by: J.A.D.

Entered on abstract
Entered on statement
Entered on D. L.

INSTRUCTIONS.

This form is for use as follows:

(a) By soldier to make request (single copy) to organization commander for clothing for either individual or bulk issues. For this purpose the original and duplicate will be detached and used indiscriminately. *When clothing is drawn individually*, the soldier's request will be preserved by the organization commander until the "duplicate" is received back from the quartermaster. *When clothing is drawn in bulk*, the soldier's request will be preserved and used for making the issue. The officer making the issue will complete the Individual Clothing Slips as prescribed in instructions on Form No. 213.

(b) By organization commander to make requisition for individual issue of clothing.

REQUISITION BY ORGANIZATION COMMANDER.

The Individual Clothing Slips will be serially numbered by each organization commander for the month or period and are made in duplicate by carbon process. The original and duplicate (not detached) will be sent to the quartermaster. The quantities and sizes desired will be entered at the organization office, except that for men not yet fitted the size may be filled in at the time of issue after proper size has been determined by try-on.

Clothing issued to the soldier and removed from the quartermaster's storehouse will not be received back by the quartermaster.

The quartermaster or his representative issuing the clothing will be held responsible that the soldier drawing the clothing is identified.

If a large number of men of an organization are to draw clothing, Individual Clothing Slips will be sent to the quartermaster in advance to permit the clothing to be prepared for issue.

At the time of issue the quartermaster or his representative will, by carbon process, enter on both copies the quantities, sizes, and unit prices of the articles issued, initial the slip, and obtain the soldier's signature on original and duplicate. A line will be drawn through each blank space in column "Quantities issued" on original and duplicate by the quartermaster or his representative before the soldier signs the receipt. The "original" will be retained by the quartermaster and the "duplicate" returned to the organization commander or his representative at the time of issue or returned at the close of the business day in a sealed envelope to the organization commander.

The original will be abstracted daily by the quartermaster on Abstract of Clothing Issued (Form No. 180), as explained on that form. A check mark will be placed in the space provided at the bottom of the slip to note the fact of entry on the abstract.

The duplicate, after having been returned by the quartermaster, will be retained by the organization commander, who will immediately determine the total money value and enter the data on Abstract of Clothing Drawn (Form No. 180) on Statement of Clothing Charged to Enlisted Men (Form No. 165b), as explained on those forms, and on the Descriptive List of the enlisted man. Check marks will be placed in the spaces provided at the bottom of the form to note the fact of entries. The abstract, statement, and duplicate slips will be kept filed together.

At the end of the month, or whenever an organization leaves the vicinity of the issuing quartermaster for an extended period, the organization commander will compare his Abstract of Clothing Drawn (Form No. 180) with the quartermaster's Abstract of Clothing Issued (Form No. 180), as explained on that form. 3—2371

NOTES.—On form Q. M. C. 165, 2 cents (the value of 1 yard of red tape and 1 tag, identification) is a gratuitous issue and is not included in the amount charged the soldier. It is, however, entered on the soldier's service record under the heading "Gratuitous issue."

On form Q. M. C. 213, the company commander includes in his receipt to the quartermaster the sum of 98 cents (49 yards of red tape and 49 identification tags), these articles having been gratuitously issued by the company commander to 49 enlisted men of his organization.

As required by Circular No. 10, Quartermaster General's Office, 1912, a record will be kept in each company of the sizes of clothing required for each enlisted man thereof, as ascertained by actual trial of the various articles of clothing. Instructions contained in General Order 26, War Department, 1912, will be strictly followed by company commanders in fitting shoes to the men of their commands.

25. INDIVIDUAL PERSONAL EQUIPMENT (RECEIPT).

Q. M. C. Form No. 501.
Approved May 20, 1915.

Organization Company "D" 5th Engineers

INDIVIDUAL PERSONAL EQUIPMENT, No. 104

Private Andrew M. Wills
(Name and rank.) c3—3402

I acknowledge receiving the individual arms and equipment for field service prescribed in Unit ~~Equipment~~ Equipment Manual for my organization and rank. Changes therein and issues of other property are acknowledged by my initials below.

Andrew M. Wills (Sgd)

Pvt. Co. "D" 5th Engrs.

Date July 24, 1919

UNIT EQUIPMENT.	Issued.	Turned in.
Ordnance Unit, Model 1910 ~~XXXXXX~~ (dismounted)	1	
Engineer Unit		
Signal Unit		
Medical Unit	1	

Rifle No. 446688 Pistol No. .....

ADDITIONAL ARTICLES AND CHANGES.

ARTICLES.	Issued.						Initials.
Garrison Belt	1						AMW

o3—3402

QUARTERMASTER PROPERTY.

ARTICLES.	Issued.	Changes.					
Initials							
Bags, barrack	1						
Bars, mosquito	1						
Bedsteads, iron	1						
Blankets, O. D. (1 H. 1 L.)	2						
Bugles, with E. M. P.							
Cases, pillow	2						
Cord and tassel, trumpet							
Covers, mattress	2						
Head nets, mosquito							
Lockers, trunk	1						
Mattress	1						
Overcoat, blanket-lined							
Overcoat, O. D.							
Pillow	1						
Pins, tent, shelter	5						
Poles, tent, shelter							
Ponchos	1						
Receiver, card, bedstead	1						
Ropes, shelter tent	1						
Sacks, bed							
Sacks, pillow							
Sheets, bed	4						
Slicker							
Slings, bugle							
Sweater,	1						
Tags, identification	1						
Tent, shelter, half	1						
Trumpet, with E. M. P.							

26. DESCRIPTIVE CARD OF PUBLIC ANIMALS.

References.—Army Regulations, 1913, paragraphs 1070–1071.

DESCRIPTIVE CARD OF PUBLIC ANIMALS.

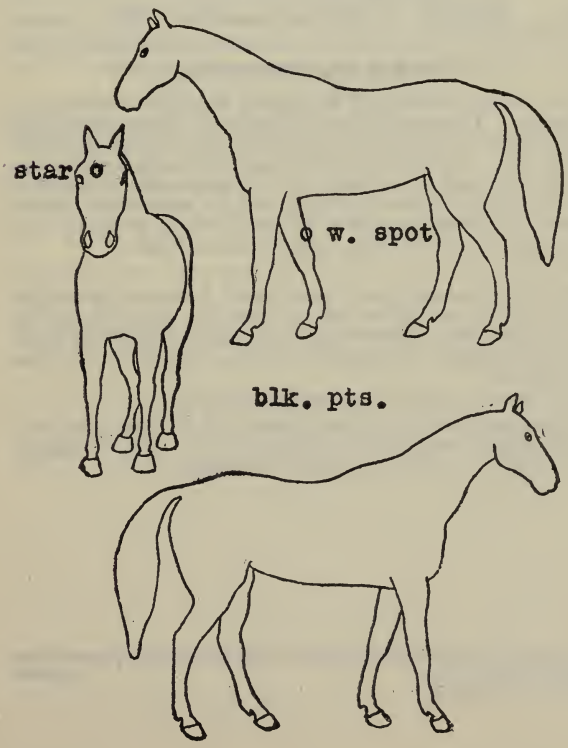
Kind Cavalry *Hoof No.* 86

GENERAL DESCRIPTION.
(To be filled in at time of purchase.)

Age 4 *years.* *Sex* Gelding *Weight* 855 *lbs.*
Color Bay *Height* 15 *hands* 1 *inches.*
Breeding Half Coach
Sire French Coach *Dam* Native
Name (if any) ..... *Bred by* .....
Foaled 1910
Inspected and purchased June 10, 1914
at Thoroughfare, Va. *by* Capt. A. Miller
from A.W. Smith *Cost,* $ 150.00
How purchased In open market
(Contract or open market.)

A. Miller, Capt. Q.M. Corps.
(Signature and rank of Purchasing Officer.)

SPECIAL DESCRIPTION.
(To be filled in at time of purchase.)



YEARLY HEIGHT.

Five years ..... *hands* ..... *in.* *Date* ....., *19*.....

Six years ..... *hands* ..... *in.* *Date* ....., *19*.....

Seven years ..... *hands* ..... *in.* *Date* ....., *19*.....

YEARLY WEIGHT.

Five years ..... *pounds.* *Date* ....., *19*.....

Six years ..... *pounds.* *Date* ....., *19*.....

Seven years ..... *pounds.* *Date* ....., *19*.....

SICK REPORT DURING ENTIRE SERVICE.

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

From ..... *to* ..... *Disease* .....

INSTRUCTIONS.

This card will accompany the animal as long as it remains in the service. The original card will be kept by the accountable officer, who will furnish a copy thereof to the responsible officer in each case. The animal will be weighed and measured in May of each year until seven years old. Organization commander will give character and condition over his signature at date of transfer. On final disposition the card will be properly completed and sent to the Chief, Quartermaster Corps.

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*NOTE.—In taking girth, tape should be broad-placed just behind withers and under belly at girth place, and should be drawn tight enough to make respiration just noticeable by slight movement of tape. If animal is very fat, deduct 1½ to 2 inches for true girth.

In measuring height use measuring standard.

Abbreviations: T. B.—Thoroughbred. S. B.—Standard bred. Sdl. B.—Saddle bred. H. B.—At least ½ T. B. S. B. C.—Standard bred cross. Sdl. B. C.—Saddle bred cross.

FORM NO. 277, A. G. O.
Ed. June 15-16—75,000. 3—1249

DEPOT RECEIPT DESCRIPTION.

Front Royal Va *Remount Depot,* June 11, *19* 14

Age 4 *years.* *Weight* 855 *lbs.* *Girth**

*Height** 15 *hands* 1 *inches.*

Condition Good

REMARKS ON ANIMAL WHILE AT REMOUNT DEPOT.

(To show disposition, peculiarities, training, etc.)

DEPOT ISSUE DESCRIPTION.

Front Royal Va *Remount Depot,* Oct. 5, *19* 15

Age 5 *years.* *Height* 15 *hands* 1-1/2 *inches.*

Girth 66 *inches.* *Weight* 880 *lbs.*

Shipped to Corps of Engineers

Place Washington Barracks, D.C.

Authority QMGO #454, 11/355/T 9/3/15

PHOTOGRAPH OF ANIMAL AT TIME OF ISSUE.

(To be made at remount depots only.)

Date photographed

3—1249

SERVICE.

Organization Q. M. Corps *Place* Wash Bks DC
From Oct 6, 1915 *to* Oct 15, 1916
Condition Good *Character* Good
....., *Commanding.*

Organization Co "D" 1st Engrs *Place* Wash Bks DC
From Oct 15, 1916 *to* .....
Condition ..... *Character* .....
....., *Commanding.*

Organization ..... *Place* .....
From ..... *to* .....
Condition ..... *Character* .....
....., *Commanding.*

Organization ..... *Place* .....
From ..... *to* .....
Condition ..... *Character* .....
....., *Commanding.*

Organization ..... *Place* .....
From ..... *to* .....
Condition ..... *Character* .....
....., *Commanding.*

FINAL DISPOSITION.

Died ....., *19*....., *at* .....
Cause .....
Inspected, condemned, and sold ....., *19*.....
at ..... *Price, $*.....
Cause .....
Remarks .....
.....
.....
.....
.....

3—1249

27. CERTIFICATE OF DISABILITY FOR DISCHARGE.

References.—Army Regulations, 1913, paragraphs 140, 159–161, 1472.

CERTIFICATE OF DISABILITY FOR DISCHARGE

OF

Brown, James
(Surname.) (Christian name.)

Private, Co "D" 5th Engineers
(Rank.) (Organization.)

who was enlisted by Capt. A. Smith, Q.M.C.

at Columbus Barracks, Ohio *on the* 7th

day of July, *191* 6, *to serve* seven

years; he was born in Pittsburgh,
(Town or city.)

Penna., *and when enlisted was* 23
(State.)

years of age, and by occupation a carpenter;

eyes blue; *hair* light; *complexion*

ruddy; *height* 5 *feet* 8

inches. Recommended for discharge on account of loss of

sight of right eye
(State nature of disability.)

Became unfit for duty from present disease or injury (date)

September 1, 1916

Disease contracted or injury received (date and place)

August 15, 1916

When disability arose soldier was (state duty or service. If absent from company, cause and date) present with company

Cause of disease, or circumstances under which it appeared.

[NOTE.—In case of wounds (other than wounds received in action), or injury, if the company commander has no personal knowledge as to how received, certificates of officers, affidavits of enlisted men, or other parties if practicable, having such knowledge, special reference being made therein as to the sobriety of the soldier at the time of the occurrence, will be procured in duplicate, and a copy appended to each of the certificates of disability, and the number so appended will be enumerated hereon. If no information is obtainable, so state.]

Eye injured by accidental explosion of blasting cap

Form No. 17, A. G. O.
Ed. Mar. 10–17—100,000. [Duplicates.]

(1) 3—2526

(2)

Disability was ~~not~~ incurred in line of duty. (Erase words not applicable.)

John Dodd,
Corps of Engineers
Commanding Co "D" 5th Engr

Washington Barracks, D.C.
(Station.)
Sept. 15, *191* 6.

I certify that I have carefully examined the above-named soldier and find him incapable of performing the duties of a soldier because of (here state nature and anatomical location of disease or injury, and how it incapacitates for duty.)

blindness of right eye

Opinion based on history and progress of case, as to cause of disability and whether or not incurred in line of duty. (If no information as to causes can be obtained, so state here.) Incurred in line of duty

Length of time case has been under observation one month

In view of occupation, to what extent is he disabled from earning subsistence?

Not wholly incapacitated

John Doe, 1st Lieut. M.C.
Surgeon, U. S. A., Post Surgeon.

3—2526

1st INDORSEMENT.

Washington Barracks, D.C.

Sept 30, 1916

To the Adjutant General, Headquarters Eastern Dept.

William Smith,

Col. Corps of Engineers

Commanding.

2nd INDORSEMENT.

A. G. O. Eastern Department

Oct 5, 1916

To Chief Surgeon.

3rd INDORSEMENT.

OFFICE OF CHIEF SURGEON.

Headquarters Eastern Department

Oct. 7, 1916

To the Adjutant General of the Army

Recommending Approval

James Black

Major, Medical Corps

Chief Surgeon.

(4)

4th INDORSEMENT.

Headquarters Eastern Department

Oct 10, *191* 6

To the Commanding Officer Post of Washington Bks, DC

Approved

By command of Maj. Gen. Blank

Col. Blue

20th Inf.

Adjutant General.

5th INDORSEMENT.

Washington Barracks, D.C.

Oct 12, *191* 6

To The Adjutant General of the Army

William Smith,

Col. Corps of Engrs.

Commanding.

6th INDORSEMENT.

WAR DEPARTMENT.

THE ADJUTANT GENERAL'S OFFICE.

Washington, Oct 15, *191* 7

To be discharged.

BY ORDER OF THE SECRETARY OF WAR:

Adjutant General.

3—2526

7th INDORSEMENT.

Washington Barracks, D.C.

Oct. 20, 1916

To the Commanding Officer Co. "D" 5th Engrs.

who will prepare the necessary papers and forward them to these Headquarters.

By command of Col. Smith

Capt. Doe

Corps of Engrs.

The Adjutant.

8th INDORSEMENT.

Washington Barracks, D.C.

Oct. 24, 1916

To the Adjutant with the discharge certificate and duplicate final statements, as requested.

John Dodd.

Capt. Corps of Engrs.

Commanding Co "D" 5th Engr

9th INDORSEMENT.

Washington Barracks, D.C.

Oct. 27, 1917

To The Adjutant General of the Army. The soldier was discharged at this Post on the 26th *day of* October, 1916, *and was furnished with a discharge certificate and duplicate final statements. He desires to be addressed at* Pittsburgh, , *County of* Alleghany, *State of* Pennsylvania

Wm. Smith

Col. Corps of Engineers

Commanding Post.

(6)

DIRECTIONS.

This certificate will be made out in *duplicate* by the soldier's troop, battery, or company commander, or other officer commanding the separate detachment to which he belongs, and sent by him to the surgeon who has charge of the hospital where the soldier is sick. The surgeon will then fill out and sign the surgeon's certificate, and forward these papers to the post commander.

These certificates, after having received the action of the highest authority to which they are required to be sent, will be returned through the same channel to the post commander, who will, if the discharge is authorized by the indorsement of the proper authority, sign the soldier's discharge certificate, and the last indorsement on this paper; see that the soldier is furnished with the proper final statements in duplicate, and forward BOTH of these certificates *directly* to The Adjutant General of the Army; they will not, under any circumstances, be given into the hands of the soldier. 3—2526

REPORT OF BOARD OF MEDICAL OFFICERS TO ACCOMPANY CERTIFICATE OF DISABILITY FOR DISCHARGE.

Place, Washington Barracks, D.C.

PROCEEDINGS of a Board of Medical Officers convened at
by par. 4 S. O., No. 451, Eastern Department for
the examination of enlisted men reported unfit for service because of disability

Detail for Board: John Doe, Captain Medical Corps, U. S. A.
Arthur Brown, Captain Medical Corps, U. S. A.
John Black, 1st Lieut Medical Corps, U S. A.

The Board met on Oct. 6, 1916
Present: All the members
The Board then proceeded with the examination of—
Name James Brown, Rank Private, Organization Co. "D" 5th Engrs.
Date of current enlistment; Age, years 23
Previous service

From a careful consideration of all the evidence obtainable in the case and a thorough examination of the man, the Board finds:
That he is unfit for service as a soldier because of—

loss of sight of right eye.

That the disqualifying disability {[redacted] did not} exist prior to enlistment, and {did [redacted]} originate in the line of duty.

That the Medical Officer,
who enlisted the man {[redacted] is not} blamable. (867, A. R.)

The Board therefore recommends:
That the soldier be discharged on Certificate of Disability (copy of which is inclosed) for disability incurred in the line of duty; degree of disability: loss of sight in right eye

Captain, John Doe
Medical Corps, U. S. A.
President.

Captain, Arthur Brown
Medical Corps, U. S. A.
Member.

1st. Lieut. John Black
Medical Corps, U. S. A.
Recorder.

(NOTE.—This form will be used in all proceedings accompanying certificates of disability, as well as in cases coming under the provisions of par. 465, A. R.)

Form No. 484, A. G. O.
Ed. July 8-16—12,000. 3-2842

Place .....

.....

Date ....., 191

1st Indorsement.

Place Washington Barracks, D.C.

.....

Date Oct. 6, 196

FORWARDED TO

.....

.....

APPROVED

PROCEEDINGS of a Board of Medical Officers recommending discharge on Certificate of Disability, in the case of

REFERENCES:

PUBLIC PROPERTY REGULATIONS AND FORMS.

(*Unit Equipment System.*)

1. *Proposed general order putting new regulations into effect:*

GENERAL ORDER No. ——.

WAR DEPARTMENT,
March ————, *1917*.

General Orders No. 59, War Department, 1907, and No. 52 of 1915 are hereby rescinded.

Equipment C in the possession of regiments, separate battalions, field hospitals, ambulance companies, or other tactical organizations, supplied with such equipment, will be accounted for as prescribed in paragraph 681, A to N, Army Regulations, Changes No. ———, A. R., 1913, dated ————, 1917. For all such units now in the service of the United States the new method of accounting will go into effect July 1, 1917. For any such units mustered into the service of the United States between now and July 1, 1917, the new method of accounting will be effective from the date of muster in. The voucher forms now issued by The Adjutant General, United States Army, and the various bureaus of the War Department will be continued in use until June 30, 1917. All articles of equipment C pertaining to such units being accounted for by other officers of a unit will, on June 30, 1917, be regularly invoiced to the proper unit supply officer.

2. *General nature of system:*

(*a*) Each regiment, separate battalion, etc., has but one accountable officer, to be known as the unit supply officer for equipment C pertaining to each bureau. This equipment is issued by him to organization commanders on memorandum receipt.

(*b*) The return will be of a loose-leaf character, with one item on each sheet.

(*c*) Semiannual returns are required, but none when there is a change in accountable officers within an accounting period.

(*d*) The return will be audited by an officer of the unit before being forwarded.

(*e*) Equipment C, for full authorized strength, is to be kept on hand in garrison and taken to mobilization and concentration points. In the field, equipment A, for actual strength only, will be kept on hand by organizations.

(*f*) Replacement will be secured by:

Exchanging unserviceable property for serviceable.

Submitting vouchers to cover property lost or missing.

Certificate in an emergency, in either of preceding cases, if serviceable property is needed before an exchange can be made or vouchers prepared.

(*g*) Replacement will habitually be secured through the accountable (unit supply) officer, who will act as the agent of the organization commanders, but such transactions will not ordinarily appear in his return.

(*h*) Garrison equipment will be held on memorandum receipt by organization commanders from post supply officers.

(*i*) The unit supply officer will perform the duties of post or camp supply officers only when no other officer is available.

(*j*) The same system is made to apply to coast defenses, with this difference, that there is no separate unit supply officer, and equipment C is not replaced on a separate return, the return forms now prescribed being continued in use.

(*k*) While a fixed unit is not the basis of accounting, and in this respect the proposed system is more flexible than the present one, it is expected that the number of any item authorized in Unit equipment manuals for an organization will be closely adhered to, and marked variations are required to be reported by the regimental officer examining the accounts and investigated by inspectors.

3. *The following forms will be used:*

(*a*) Return, includes inside sheets and cover front and back. These are new forms, not unlike the return form now used by the Quartermaster's Department.

(*b*) Transfer of property, invoice, and receipt blank. This is a new form, similar to that now in use in each of the departments concerned.

(*c*) Survey report. Replaces present survey report, A. G. O. Form 196, with slight changes.

(*d*) Statement of charges. This is a new form, to replace similar forms in use in each bureau concerned.

(*e*) Certificate of expenditures. This is a new form, to replace similar forms in use in each bureau concerned.

(*f*) Requisition-receipt (expendable articles). Replaces present A. G. O. Form No. 543.

(*g*) Due certificate. Replaces present A. G. O. Form No. 544.

(*h*) Record of property issued on memorandum receipt. Present A. G. O. Forms 448, 448a, and 448b. Instructions have been placed on each blank, covering its use.

4. *Samples of forms and extracts from Army Regulations:*

(A) RETURN.

CHANGES IN ARMY REGULATIONS (PROPOSED).

681A. There shall normally be but one accountable officer for equipment C of each bureau for a regiment, separate battalion, field hospital, ambulance company, or other tactical organization for which equipment C is prescribed, and such officer will account on a separate return for all articles listed in the various equipment manuals as equipment C, and he will be referred to in the following paragraphs as the "unit supply officer." When one officer serves as supply officer for all bureaus he will be designated as "regimental, field hospital, etc., supply officer," but when different officers serve as supply officers of the different bureaus, they will be designated as "regimental, field hospital, etc., quartermaster," etc. Should local conditions make it desirable or necessary to have an accounting officer for any detachment serving separately from its parent organization, one may be designated for that purpose and the articles of equipment C that pertain to such detachment will be transferred to the designated accountable officer of the detachment, but as soon as the conditions making

this separate accountability necessary cease, the account will be closed by transferring back to the unit supply officer of the parent organization the accountability for the property which had been carried separately. Batteries, troops, companies, or detachments will hold on memorandum receipt from the unit supply officer of the unit of which they form a part articles of equipment C prescribed in the equipment manuals as pertaining to them. (C. A. R. No. ——, March —, 1917.)

681B. All property received by such unit supply officer will be accounted for on authorized blanks of a loose-leaf character, with a separate sheet for each article and columns for date, voucher numbers, debit entries, credit entries, and balances. Vouchers to the account will be numbered serially, beginning with number 1, through the six months' accounting period, regardless of transfers from one officer to another, and will be posted to the account currently. The account will be kept in duplicate—an original and a carbon copy. On June 30th and December 31st of each year the account will be examined as provided in paragraph 681D, and the original record, together with all vouchers pertaining thereto not previously forwarded, mailed direct to the chief of the bureau to which the property pertains. Before being mailed, the correctness of the account, together with a notation of the serial numbers of the vouchers pertaining thereto, will be certified to by the unit supply officer. (C. A. R., No. ——, March —, 1917.)

681C. When an officer is relieved as unit supply officer, his account will be closed by drawing a line below the last entry on each sheet, immediately below which will be entered the balance of the article, with the notation opposite thereto "Received from predecessor." When a transfer has been made, the officer making the transfer will certify to the correctness of the account, and will, after the account has been audited, mail direct to the chief of the bureau to which the property pertains the original vouchers to the account up to the date of transfer. These will be accompanied by a letter of transmittal, which will enumerate the vouchers, give date of the transfer, and name of the officer to whom the transfer was made. The receiving officer will acknowledge receipt of the balances shown on the return account by signing the receipt attached thereto, and will furnish a signed copy of such receipt to the transferring officer. (C. A. R., No. ——, March —, 1917.)

681D. All returns will be examined in the regiment or other similar organization by a suitable officer (preferably by a field officer) designated for that purpose by the commanding officer thereof. This examination will be made at the end of each accounting period, also in case of a transfer of accountability from a unit supply officer to his successor. The examining officer will see that all balances have been correctly brought forward, that all property on debit vouchers has been taken up on the account, and that all property dropped is covered by authorized credit vouchers which comply with the regulations. In so far as these features of the account are concerned, and to the extent of the vouchers actually examined, this officer's examination will be final, and action in the War Department bureaus will be limited to seeing that all property invoiced to unit supply officers is actually taken up by them, and that accountability is properly placed in accordance with the final action taken on survey reports. He will certify on the account the fact of examination and the result of same. He will also see that the authorized allowances are entered on each sheet of the return, and on the completion of the examination report in writing to his commanding officer whether or not the balances on hand are in agreement with those prescribed in the unit equipment manuals, mentioning in detail, if not in agreement, the more important that are surplus or that are short, and stating in general terms the minor discrepancies. These reports will be kept on file until the next regular inspection of the command by an officer of the Inspector General's Department, whose duty it will be to investigate and make report on the causes of the discrepancies, and the steps taken by the commanding officer to remedy them. (C. A. R., No. ——, March —, 1917.)

681E. Under normal peace conditions all organizations will keep their equipment C, as prescribed for their actual strength, complete and in serviceable condition. The remaining equipment required for the unit for its full authorized strength will be held by the unit supply officer. If ordered for field duty, this full equipment will be taken to the mobilization and concentration points. If ordered on active field duty, where equipment B and equipment A not required for the actual strength can not be taken, it will be disposed of by the unit supply officer as conditions require, by turning it in to a camp supply officer or depot, or by disposing of it as otherwise ordered. The same course will be followed at any time during active field service, should equipment become surplus. (C. A. R., No. ——, March —, 1917.)

681F. Unit supply officers will obtain replenishment of equipment C by furnishing the post, camp, division, depot, or other proper supply officer in exchange for the articles, either—

(1) The unserviceable articles to be replaced, if not repairable at the post. No receipt is given in this case, but should the condition of the articles not be manifestly due to fair wear and tear in the service, the issuing officer will require (*a*) a survey report, or (*b*) the necessary evidence for a survey report, or (*c*) if that can not be furnished, a certificate as provided in paragraph (3) below; or

(2) A voucher on which a supply officer may take credit for the articles. This covers cases where no unserviceable article is to be turned in. The voucher should be turned in to the supply officer may be (*a*) certificates of authorized expenditures; (*b*) certificates of destruction for articles authorized to be so dropped by the bureau to which the property pertains; (*c*) statements of charges against enlisted men; (*d*) abstracts of sales when authorized; (*e*) survey reports; (*f*) "I. & I." reports; (*g*) due certificates completed by a receipt for the articles to be replaced, or (*h*) other authorized voucher; or

(3) A certificate that replenishment is immediately necessary, and that the necessary voucher or the corresponding unserviceable articles (with survey report, if required) will later be furnished. This certificate will be filed with the receipt for the supplies so issued, or may be written on the receipt itself. If the voucher or corresponding unserviceable article is supplied before the end of the accounting period, the accountable officer will return the receipt and certificate. If not furnished before the end of the accounting period, the certificate and receipt may be used as a credit voucher, and the bureau to which the property pertains will hold the signer of the certificate and receipt accountable. (C. A. R. No. ——, March —, 1916.)

681G. Each voucher used for replacement under paragraph 681F (2) will contain a certificate signed by the responsible officer that he has received all the articles on due certificates therefor, but such a certificate is not required on a survey report when the unserviceable article is turned in in accordance with paragraph 681F (1), as in that case the survey report is not to be used as a credit voucher. (C. A. R. No. ——, March —, 1917.)

681H. When, in compliance with competent orders, equipment C has been reduced by any part of it being invoiced by the unit supply officer to another accountability, it will be replaced by the unit supply officer certifying the facts on his requisition, or, if the replacement is to be made by verbal or other informal method, a like certificate will be placed on the receipt for the property. If equipment C has been increased in any way, above that prescribed, the surplus, when no longer necessary, will be invoiced to some accountable officer at the first opportunity. (C. A. R. No. ——, March —, 1917.)

681I. Replenishment of equipment C will habitually be obtained through the unit supply officer, but no entry of the transaction will be made in his account unless necessary. In emergencies, an organization commander may obtain replenishment by any of the methods prescribed for the unit supply officer, but when such action is

taken, he will promptly report the transaction to the unit supply officer. (C. A. R. No. ——, March —, 1917.)

681J. All garrison equipment and other Government property (including ammunition for target practice), except equipment C, will be held by organization commanders on memorandum receipt from the post or other supply officers. If ordered to field duty, all articles of the garrison equipment held on memorandum receipt by organizations will be turned over to the post supply officer, and none of it will be taken with the organization, except as may be specially ordered by the next higher commander. Replenishment of garrison equipment will habitually be obtained by organization commanders according to the methods prescribed in paragraph 681F for unit supply officers in replenishing equipment C. (C. A. R. No. ——, March —, 1917.)

681K. When a regiment or other organization having an equipment C accountability is separated from a supply depot and the situation demands a reserve stock on hand, such reserve stock will be accounted for on the same return and in the same way as equipment C, but so soon as the necessity for carrying this reserve stock ceases, the surplus will be invoiced to the proper accountable officer. The fact of having on hand a reserve will not be authority to issue on memorandum receipt to a company or other smaller organizations any property in excess of its prescribed equipment C. If articles not listed as part of equipment C are necessary, they will likewise be carried on the same return, but as soon as a post, depot, or camp supply officer is designated, such property will be invoiced to him. (C. A. R., No. ——, March —, 1917.)

681L. No unit supply officer will be appointed post or camp supply officer except when no other officer for this duty is available. (C. A. R., No. ——, March —, 1917.)

681N. All expendable articles, spare parts, cleaning materials, and preservatives pertaining to equipment C will be issued to unit supply officers (or in coast defenses to organization commanders). These officers will furnish receipts to the accountable officer, but will not further account for the material. The receipts will serve as vouchers on which the material will be dropped by the accountable officer. In cases where allowances are fixed by orders or regulations the receipts will contain a certificate signed by the unit supply officer (or in coast defenses by the organization commander), that the articles receipted for, considering those previously drawn for the period, do not exceed the prescribed allowances. In such cases, approval by the commanding officer is not required. If, however, articles or material in excess of the allowances are required, they will be supplied on requisition, which must show the necessity for the excess issue, and be approved by the division or department commander (C. A. R., No. ——, March —, 1917.)

1086. Unless otherwise specially directed by the Secretary of War, there will be at each military post or station but one accountable officer in the Quartermaster Corps, and he will account for all quartermaster supplies there in use or in store, *except the equipment C as prescribed for an organization, and this will be accounted for by the uni supply officer of that organization.* (C. A. R., No. ——, March —, 1917.)

1106. All means of public transportation at a post, *except that provided as part of the equipemnt C of a tactical unit,* will be accounted for by the quartermaster, and will be under his charge except as provided in paragraph 1427. *Means of transportation provided as a part of the equipment C of a unit will be accounted for by the unit supply officer.* Commanding officers will cause mounted organizations to be provided daily with the proper facilities for policing stables and hauling forage. (C. A. R., No. ——, March —, 1917.)

1179. (Changed by C. A. R., No. 26, W. D., 1915, and C. A. R., No. 30, July 24, 1915.) There will be furnished by the Quartermaster Corps to all duly authorized bands * * * The commanding officer of the band will be responsible for all the property specified, *and it will be accounted for by the unit supply officer on the same return and in the same manner as the articles pertaining to the equipment C of the unit.*

When an instrument has become unserviceable it will be submitted to a surveying officer. * * * Requisitions for band instruments will be submitted to the designated supply depots through the department headquarters. (C. A. R., No. ——, March —, 1917.)

1282. The quartermaster will be accountable for and will carry on his property accounts all cooking apparatus supplied by the Quartermaster Corps, and will furnish to commanding officers of organizations and detachments the necessary authorized articles of the same on approved requisitions, the issues to be made on memorandum receipts. Bake ovens will be dropped from his property accounts when permanently installed at posts. *Articles of cooking apparatus pertaining to the equipment C of a unit will be accounted for by the unit supply officer.* (C. A. R., No. ——, March —, 1917.)

1535. Articles of personal equipments or other ordance property which a detached soldier carries with him, or for which he may be indebted to the United States at the time of his transfer, will be entered on *quadruplicate* invoice and receipt transfer blanks (Ordnance Department Form No. 152). The blanks will, when practicable, indicate the destination of the soldier. *Each of the four copies* will be signed by the accountable officer, or the issuing officer in his name, and by the soldier acknowledging receipt of the stores, including these missing. *Two* of these designated blanks will be forwarded with the descriptive list or descriptive and assignment card of the soldier; *the other two* constitute the voucher (*original and retained copies*) under which the accountable officer will drop from his return the articles enumerated on the voucher, *or secure replacement of the articles by turning them over to the post or other supply officer.*

On arrival of the soldier at his destination, all articles appearing on the transfer blank accompanying the descriptive list or descriptive and assignment card will be taken up by the officer *accountable for the property of the organization to which he reports,* who will receipt for the same on this blank and forward *one of the two signed copies* of it immediately to the Chief of Ordnance, *and keep the other copy for file with the retained copy of his return.* All articles missing on arrival will be charged against the soldier in the usual manner.

When enlisted men are transferred in detachments, with an officer or noncommissioned officer in charge, from a recruit depot, and each man is equipped identically and none of them are indebted for other articles of ordnance property, the articles of ordnance property carried by them will all be entered on but one invoice and receipt blank, prepared in *quadruplicate,* on Ordnance Department Form No. 152–D. Each of the *four* copies will be signed by the accountable officer and by the officer or noncommissioned officer in charge of the detachment acknowledging receipt of all the stores. A receipt roll will be made, in duplicate, on Ordnance Department Form No. 153, and duly signed by each of the enlisted men to cover his individual responsibility. *Two copies* of the signed invoice and receipt blank and one copy of the signed receipt roll will be furnished to the officer or noncommissioned officer in charge of the detachment, and the other copies of these signed papers will constitute the voucher under which the accountable officer will drop the property from his return. *One copy of the signed Form No. 152–D, together with the signed copy of the receipt roll will be filed as the voucher with his return forwarded to the Chief of Ordnance, and the other copy of the signed Form No. 152–D filed with his retained copy of the return.* On arrival of the detachment at its destination the *two copies of the* invoice and receipt blank and the receipt roll will be turned over to the post ordnance officer or the designated supply officer, who will take up all the articles appearing on the transfer blank and receipt for the same on this blank and forward *one copy of* it immediately to the Chief of Ordnance, *and keep the other copy of the invoice and receipt blank, together with the copy of the receipt roll (Form No. 153) for file with the retained copy of his property return.* All articles missing on arrival will be *invoiced by the post ordnance officer, or*

other supply officer, to the officer accountable for the property of the organization to which the particular soldiers report, and charged against these men on the pay rolls of the organizations to which they are assigned and dropped from the return of the accountable officer under statements or charges made by the commanding officers of the organizations and turned over by them *in duplicate* to the accounting officer. In each case where the recruit is indebted to the United States at the time of this transfer, or the articles in his possession are not identical with those in the possession of the other men of the detachment, or where the detachment is not in charge of an officer or noncommissioned officer, individual transfer blanks will be used.

Unless the arrangements for the journey require the use of ordnance property en route, none will be transferred with such soldiers.

A copy of the transfer blank will be kept by each accountable officer for his retained return. (C. A. R., No. ——, March —, 1917.)

28. SAMPLE FORM.

A. G. O. Form No. .....

(Authorized .....)

SEMIANNUAL RETURN OF

..... Property
(Q. M., Ord., Engr., or Signal.)

FOR THE PERIOD

Ending ....., 191....

PERTAINING TO

.....
(Organization or post.)

Rendered by .....

.....

These lines to be filled out in the bureau to which the property pertains.

Received ....., 191....

Examiner .....

NOTE.—Read carefully the instructions printed on the back of this blank.

PROPERTY RETURN.

Form No. 599, A. G. O.
(Authorized April 12, 1917.)—Ed. Apr. 24-17—2,000,000.

Voucher.		Debit Received, Taken up, Etc.	Credit Issued, Transferred, Etc.	Balance on Hand.
Date.	No.			
On hand from last return				

Article .....

Description; size, etc .....

..... unit quantity .....

See Note 2 { Max. ..... / Min ..... / Equip. "C" ..... }

{ Class ..... / Section ..... (Ordnance only.) }

Page { ..... / ..... }

A. G. O., Form No. .....

(Authorized .....)

Certificate to be signed by a regimental (or other similar tactical unit) accountable officer in completing his semiannual return when there is no transfer of accountability:

I certify that this return, sheets numbered 1 to ....., inclusive, is correct, and shows all transactions in ..... property for the half year
(Q. M., Ord., Engr., or Signal.)
ended ....., 191....

.....
..... U. S. Army.

Certificates to be signed by a regimental (or other similar tactical unit) accountable officer when turning over his accountability to a successor, and the certificate of his successor:

I certify that this return, sheets numbered 1 to ....., inclusive, is correct, and shows all transactions in ..... property for the period covered
(Q. M., Ord., Engr., or Signal.)
to date, and that the balances herein shown were turned over by me this ..... day of ....., 191...., to ....., U. S. Army.

.....
..... U. S. Army.

I certify that all the ..... property enumerated on this return,
(Q. M., Ord., Engr., or Signal.)
sheets numbered 1 to ....., inclusive, as turned over by .....
U. S. Army, was received by me on ....., 191....

.....
..... U. S. Army.

Certificate to be signed by a regimental (or other similar tactical unit) examining officer:

I certify that all transactions in this return of ..... property,
(Q. M., Ord., Engr., or Signal.)
sheets numbered 1 to ....., inclusive, for the period from ....., 191...., to ....., 191...., as shown by vouchers numbered .... to ...., has been examined by me, and that I found all balances brought forward, all property on debit vouchers taken up, and all property dropped covered by authorized credit vouchers which comply with regulations.

.....
..... U. S. Army.

(Date) ....., 191....

In case more than one transfer occurs with an accounting period, an additional copy of this form, with certificates properly signed, will be added to the return to cover additional transfer.

INSTRUCTIONS.

1. All property received and on hand will be accounted for on A. G. O. Form No. ...., using a separate sheet for each article and arranging alphabetically, except in case of ordnance property, which will be arranged alphabetically under each class and section as shown in manuals or price list.

2. When used by unit supply officers in accounting for equipment C, the authorized allowances will be entered at the bottom of each sheet, using the space opposite equipment C. Other supply officers for whom allowances are prescribed will use spaces opposite "Max." and "Min.".

3. Vouchers to the return will be numbered serially, beginning with number 1, through the six months' accounting period regardless of transfer from one officer to another, and will be posted to the return currently. The return will be kept in duplicate—an original and a carbon copy.

4. On June 30 and December 31 of each year the return will be audited, as provided in A. R. 681D, and the original record, together with all vouchers pertaining thereto not previously mailed, sent direct to the chief of the bureau to which the property pertains for file and record.

5. When an officer is relieved as accountable officer, his return will be closed by drawing a line below the last entry on each sheet immediately below which will be entered the balance of each article with the notation opposite thereto, "Received from predecessor."

6. When a transfer has been made, all original vouchers to the return up to the date of transfer will be mailed direct to the chief of the bureau to which the property pertains, accompanied by a letter of transmittal, signed by the transferring officer, enumerating the vouchers, giving the date of transfer, and the name of the officer to whom transfer is made. The receiving officer will acknowledge receipt of the balances shown on the return by signing the receipt attached thereto, and the account will be audited before vouchers are mailed.

7. The return, for convenience, will be kept paged and when it becomes necessary may have pages inserted by adding letters after the page number, as 10a, 10b, etc. In case of transfer of the property the pages then making up the return will be renumbered serially in a distinctive manner, as a1, a2, a3, * * * a25, etc., and so described in the certificates covering the transfer.

29. (B) TRANSFER OF PROPERTY.

Combination Blank, Invoice or Receipt.

TRANSFER OF _____ PROPERTY
(Qm., Ord., Engr., or. Sig. Corps)

From _____ at _____

To _____ at _____

in conformity with* _____

* Authority for transfer of the property must be shown here.

Quantity (See figures)	Unit	Articles	Item No. *	Cost per Unit	Total cost Dollars	cents	Condition	No. & Kind of Packages

Stores ready for shipment this ____ day of ____ 191

(The marks on the several packages covered will be given in this space See A.R. 1575 of 1912)

U.S.Nos. 1 to _____ inc. Invoiced _____ 191 .

From _____

To

STORES received for transportation this _____ day of _____, 191

_____
Quartermaster.

* For Q.M. only
1 and Weight

For invoice only

INVOICED the ____ day of _____ 191

_____
Issuing Officer

For RECEIPT only

RECEIVED the ____ day of _____ 191
at _____

_____
Receiving Officer.

Issuing Officer's Voucher No. _____

Receiving Officer's Voucher No. _____

Issuing officer's voucher No. .....
Receiving officer's voucher No. .....

TRANSFER OF ..... PROPERTY
(Q. M., Ord., Engr., Sig. Corps.)

From .....

To .....

.....

Invoiced the ..... day of ..... 191..

Received the ..... day of ..... 191..

Receipt Invoice

If used as receipt, erase word "invoice."
If used as invoice, erase word "receipt."

GENERAL INSTRUCTIONS.

1. This form will be used for all invoices and receipts, making necessary notation when used for "Transportation."

2. Where two or more words are necessary in the name of an article, place distinctive noun first, except as provided in paragraph 31, below.

3. Invoicing officers will enter their voucher number on all copies and sign the two copies used as invoices. Receiving officers will enter their voucher number on all copies received by them and sign both copies of the receipts and return them to the invoicing officer.

4. Receiving and invoicing officers will file, respectively, one copy of invoice and one copy of receipt with their returns forwarded to the chief of the bureau and one copy with their retained returns.

5. When used as a shipping invoice, gross weights or cubic measurements, when required, must be stated in the last column.

6. Three additional copies of this form, when used as a shipping invoice, will be furnished for use of the quartermaster making the shipment.

SPECIAL INSTRUCTIONS.

(When used for quartermaster property, supplies, and subsistence stores.)

11. Arrange articles alphabetically.

12. For supplies transferred to depots and supply points, to posts or stations under the jurisdiction of department commanders, the form will be prepared in sextuplicate, by carbon process when practicable.

13. When used as voucher to return, the copies will be transmitted as follows:

(*a*) To the Quartermaster General of the Army, one invoice plainly marked "Finance" on face and brief (forwarded by depots and supply points only).

(*b*) To the department quartermaster, one invoice.

(*c*) To the receiving officer, two signed invoices and two receipts.

When by reason of sales to other bureaus or departments a transfer settlement by the Treasury Department is necessary, an extra original signed receipt must be transmitted to the Quartermaster General (A. R. 671). When such transaction is with the Navy Department, an extra signed carbon receipt is required in addition to the extra signed original.

14. Subsistence stores will be invoiced separately from other quartermaster supplies.

15. For property furnished by depots and supply points to independent stations the form will be prepared in quintuplicate and disposed of as in paragraph 31, omitting the copy for the department quartermaster.

16. For property transferred between posts in the same department the form will be prepared in quintuplicate and disposed of as in paragraph 13, omitting the copy marked "Finance." When the posts are in different departments, the same disposition will be made. The department quartermaster to receive a copy is the department quartermaster of the department into which the stores are transferred.

17. Prices must be stated on both invoice and receipt.

18. In column designated "Item No." enter appropriate item numbers as published in Circular No. 10, O. Q. M. G., 1915. This data must be furnished in all cases. It is not necessary to enter initials of appropriations.

SPECIAL INSTRUCTIONS.

(When used for ordnance and ordnance stores.)

31. Use nomenclature in ordnance price list and arrange articles alphabetically under proper classes and sections, as shown therein.

32. Prices will be entered only in cases of sales, transfers, or shipments to the Philippine Islands.

33. The number of copies to be prepared will be as prescribed in paragraph 1548, A. R., unless modified by special instructions.

CHANGES IN ARMY REGULATIONS (PROPOSED).

681F. Unit supply officers will obtain replenishment of equipment C by furnishing the post, camp, division, depot, or other proper supply officer in exchange for the articles, either—

(1) The unserviceable articles to be replaced, if not repairable at the post; no receipt is given in this case, but should the condition of the articles not be manifestly due to fair wear and tear in the service, the issuing officer will require (*a*) a survey report, or (*b*) the necessary evidence for a survey report, or (*c*) if that can not be furnished, a certificate as provided in paragraph (3) below; or

(2) A voucher on which a supply officer may take credit for the articles. This covers cases where no unserviceable article is to be turned in. The voucher to be turned in to the supply officer may be (*a*) certificates of authorized expenditures; (*b*) certificates of destruction for articles authorized to be so dropped by the bureau to which the property pertains; (*c*) statements of charges against enlisted men; (*d*) abstract of sales when authorized; (*e*) survey reports; (*f*) "I. & I." reports; (*g*) due certificates completed by a receipt for the articles to be replaced, or (*h*) other authorized voucher; or

(3) A certificate that replenishment is immediately necessary and that the necessary voucher or the corresponding unserviceable articles (with survey report, if required) will later be furnished. This certificate will be filed with the receipt for the supplies so issued, or may be written on the receipt itself. If the voucher or corresponding unserviceable article is supplied before the end of the accounting period, the accountable officer will return the receipt and certificate. If not furnished before the end of the accounting period, the certificate and receipt may be used as a credit voucher, and the bureau to which the property pertains will hold the signer of the certificate and receipt accountable. (C. A. R., No. ——, March —, 1916.)

681C. When an officer is relieved as unit supply officer, his account will be closed by drawing a line below the last entry on each sheet, immediately below which will be entered the balance of the article, with the notation opposite thereto "Received from predecessor." When a transfer has been made, the officer making the transfer will certify to the correctness of the account, and will, after the account has been audited, mail direct to the chief of the bureau to which the property pertains, the original vouchers to the account up to the date of transfer. These will be accompanied by a letter of transmittal, which will enumerate the vouchers, give date of the transfer and name of the officer to whom the transfer was made. The receiving officer will acknowledge receipt of the balances shown on the return account by signing the receipt attached thereto, and will furnish a signed copy of such receipt to the transferring officer. (C. A. R., No. ——, March —, 1917.)

681H. When, in compliance with competent orders, equipment C has been reduced by any part of it being invoiced by the unit supply officer to another accountability, it will be replaced by the unit supply officer certifying the facts on his requisition, or, if the replacement is to made by verbal or other informal method, a like certificate will be placed on the receipt for the property. If equipment C has been increased in any way above that prescribed, the surplus, when no longer necessary, will be invoiced to some accountable officer at the first opportunity. (C. A. R., No. ——, March —, 1917.)

717. (Changed by C. A. R., No. 30, July 24, 1915.) On the approved recommendation of a surveying officer, the following classes of property will be destroyed: (1) Clothing infected with contagious diseases; (2) stores that have become so deteriorated as to endanger health or injure other stores; and (3) unserviceable property of no salable value submitted to a surveying officer under the provisions of paragraph 678. The decision of the commanding officer will be final as to whether such property has salable value.

When the disposition of unserviceable articles is covered by specific instructions

* * * * * * *

A certificate of the witnessing officer that the property has been destroyed as authorized will be appended to the report. (C. A. R., No. ——, March —, 1917.)

30. SURVEYS OF PUBLIC PROPERTY.

A company commander who draws public property on memorandum receipt from a supply officer for the use of his organization is responsible for the property and in case of its loss, damage, or destruction he will have to pay for same unless relieved of his responsibility by an approved survey. (Pars. 657 and 710, A. R.)

The property which can properly be acted upon by a surveying officer may be divided into five classes: (1) Property worn out by fair wear and tear in the military service which has no salable value (par. 678, A. R.); (2) property which has been rendered unserviceable from causes other than fair wear and tear (par. 678, A. R.); (3) property lost through the desertion of a soldier (par. 116, A. R.); (4) individual equipment lost by enlisted men when they request a survey before being charged with the property (par. 686, A. R.); (5) other lost or damaged property drawn by a company commander for the use and equipment of his organization. There are other circumstances in which articles of public property can or should be surveyed but these five cases cover practically all those which will come before a company commander.

Paragraphs 678 and 717, Army Regulations, provide for the disposition of unserviceable public property and of property which can be destroyed on an approved survey.

Paragraph 711, Army Regulations, provides for the appointment of the surveying officer. The surveying officer as far as the company commander is concerned will be appointed by either the post or regimental commander who is the convening authority spoken of in paragraph 716, Army Regulations, and elsewhere.

When an officer responsible for public property desires to have same surveyed he makes out a survey report and sends it to the proper convening authority, usually the regimental commander on posts where more than one regiment is stationed for the appointment of a surveying officer. This report must contain a short recital of the circumstances attending the loss, etc., of the article, the list of witnesses, if any, and such certificates or affidavits as the responsible officer thinks necessary or desirable to properly present his case. Surveys will be submitted as soon as possible after the loss, damage, etc., of the article and in every case within 30 days after the discovery of such loss or damage, unless exceptional circumstances, which will be explained by the officer's certificates, prevent such action within that period. (Par. 713, A. R.) The survey report will be prepared in triplicate and separate reports will be made out for each class of property. (Par. 716, A. R.)

An officer appointed as surveying officer should make his investigation of the case as complete as may be possible or necessary and should not make his recommendations until he has assured himself that they are proper. In case there is insufficient evidence on the survey report to justify the making of a recommendation he can return the survey to the convening authority and ask to be furnished with further evidence, affidavits, or certificates. (Par. 713, A. R.)

It must be remembered that the functions of a surveying officer are purely advisory and his actions consist entirely of recommendations, these recommendations embodying the opinions he has formed from his investigation of the case. (Par. 715, A. R.) After the action of the surveying officer, the survey report goes to the convening authority who will either approve or disapprove of the former's recommendations.

If the surveying officer recommends that the responsible officer be relieved of his responsibility and if the convening authority approves, the responsible officer can use this approved survey as a property voucher, provided the value of the property listed on the survey does not exceed $500, in which case the next higher administrative commander will review the case and with his action it is complete. (Pars. 718, 719, A. R.)

Paragraphs 718, 719, Army Regulations, provide for the disposition of the different copies of a survey and enumerate different cases in which the survey must be sent to the next higher administrative commander for review.

Paragraph 722, Army Regulations, provides that properly approved survey reports may be submitted as vouchers to property returns but they are not to be considered conclusive until accepted by the Secretary of War. Reports of surveys are examined in that bureau of the War Department issuing the property and if the examination brings out serious errors in either the investigation or finding, they will not be accepted as sufficient vouchers and the officer submitting them may be duly notified in order that he may make explanations or appeal to the Secretary of War.

104122—17——13

30. SAMPLE FORMS.

[First page (survey).]

..... PROPERTY SUBMITTED FOR SURVEY.
(Class of property.)

Pertaining to ..... Station .....
(Organization.)

In column A enter money value; in column B disposition ordered, abbreviated as D., to be destroyed; I., to be held for inspection; R., to be used for repairs; S., to be continued in service; T., to be turned into supply officer; in column C articles of the equipment C of the organization not replaced but for which a "due certificate" is issued; and in D, the balance for which credit may be taken.

Quantity.	Articles.	A Value. $	c.	B Disposition.	C Eqt. C or due cert.	D Bal. for credit.	Date and circumstance (see instructions No. 1).

Voucher to return of ..... Voucher No.

For period ending ....

[Second page (survey).]

See instructions 4 and 5 on the back hereof.

I do solemnly swear that the articles of public property named hereon were lost, destroyed, or damaged in the manner stated while in the public service.

.....
(Name.)

.....
(Rank and organization.)

Sworn to before me and subscribed in my presence this.....day of.....

....., 191....

.....
(Name.)

.....
(Rank and organization.)

.....
(Office.)

I certify that the loss, destruction, damage, or unserviceability of the articles of public property named hereon was occasioned by unavoidable causes and without fault or neglect on my part, and that each article listed hereon with a view to elimination by destruction has been examined by me personally, has never been previously condemned, has become unserviceable in the manner stated herein, and is, in my opinion, worthless for further public use.

.....
(Name.)

.....
(Rank and organization.)
Responsible Officer.

Fort ....., ..., 191... To ....., who, by order of the commanding officer, is appointed surveying officer on the articles of public property named hereon.

.....
(Name.)

.....
(Rank and organization.)
Adjutant.

I have examined all available testimony in this case, and it is my belief that.....

.....

.....

.....

[Third page (survey).]

RECOMMENDATIONS.

.....

.....

.....

List of witnesses:

.....

.....

....

.....
Surveying Officer.

Approved ..... The property recommended to be destroyed has
(Date.)
been personally inspected by me and has no salable value.

.....

.....
Commanding.

Complying with the instructions of the commanding officer, I have witnessed the destruction of the property hereon approved by him for destruction.

.....

.....

(To be used only when articles are ordered destroyed.)

I certify that I have received from.....all the articles pertaining to the equipment C of.....authorized dropped by this survey except as noted in column C; that I have received a "Due certificate" for those in column C, and that the other articles to be dropped hereon have been replaced or a memorandum credit given for them.

.....

Date, ..., 191..... .....

(This certificate is necessary only when articles of equipment C are involved.)

[Fourth page (survey).]

Voucher No. .....

REPORT OF SURVEY

on ..... *Property*
(Class of property.)

.....
(Station or organization.)

....., *191*

.....
(Name and rank of accountable officer.)

INSTRUCTIONS.

1. *Use, number of copies, and disposition.*—This form will be used in making reports of survey on all classes of public property acted upon by a surveying officer. Each report will be made in triplicate and disposed of as prescribed in Army Regulations. In the column headed "Date and Circumstances" will be entered a statement of the circumstances attending the loss, damage, or destruction of the articles surveyed. and, in the case of ordnance stores, the date of their receipt.

2. *Classes of property.*—Property of different staff departments, or property carried on separate returns, will not be entered on the same report, but separate reports will be made for each class of property.

3. *Documentary evidence.*—Where documentary evidence is submitted, it will be marked "Exhibit A," "Exhibit B," etc., and will be so noted and referred to by the surveying officer in his report. All documentary evidence will be inserted and fastened between the leaves of the report.

4. When any stores are included that have been lost, destroyed, or damaged by means other than fair wear and tear in the service, the facts will be sworn to as indicated on page 2. If the oath is subscribed to by the responsible officer the certificate need not be subscribed to. If the oath is subscribed to by any other individual than the responsible officer, he will subscribe to the certificate.

5. In case property that is unserviceable through fair wear and tear in the service only is covered by the survey the certificate only will be completed by the signature of the responsible officer, but the surveying officer will exercise great care in examining such property and state in his findings whether he found that its unserviceable condition is due to fair wear and tear in the service. In case its unserviceable condition is not found to be due to such cause he will fix responsibility for such damage upon the proper party.

6. *Army Regulations.*—The survey of property is covered in paragraphs 710–726, Army Regulations (1913), which define the duties of surveying officers, fix the power of the convening authority, and give instructions relative to the preparation and disposition of survey reports. For survey of band instruments, see also A. R. 1179; of china and glassware of outgoing organizations, see also A. R. 1023; of silken colors, standards, and guidons, see also A. R. 239.

7. For classes of unserviceable property that may be destroyed or turned in to depot on approved recommendation of a surveying officer, see A. R. 678, 717, 907, 1520, 1534, and 1537, as amended.

8. *Brass trimmings.*—Before leather or other stores belonging to the Ordnance Department are destroyed or broken up, all rings, buckles, and other trimmings of brass will be cut off by enlisted labor and turned over to the post ordnance officer, and the certificate of the officer witnessing the destruction will contain a statement to the effect that these articles have been removed and turned over to the post ordnance officer. (For the disposition of this material by post ordnance officers, see par. III, General Orders No. 9, War Department, 1911.)

9. *Loss of small arms.*—When a survey is made on the loss of small arms, the report must show whether or not the arms were stored at the time of the loss in arm racks or arm lockers furnished by the Ordnance Department for their safe-keeping, or were being used at the time in the performance of military duty. In all cases the report must show clearly whether or not every reasonable precaution was taken to prevent the loss. In this connection see paragraph 5 of the G. O. No. 20, War Dept., May 26, 1916, regarding issue of arm racks and arm chests for the safe-keeping small of arms etc.

10. *Survey reports subvouchers to statements of charges.*—Reports of survey authorizing charges against enlisted men, including deserters, are subvouchers to the Statement of Charges and will accompany it.

11. *Desertions.*—Whenever public property is lost in consequence of the desertion of an enlisted man, a surveying officer will report on the missing property, but its value can not be charged against the deserter in the absence of an approved report of survey to that effect. (Pars. 116 and 687, A. R., 1913.)

12. Quantity, name of article, and money value will be entered by the officer making up the survey report. Column B (disposition) will be completed by the surveying officer and columns C and D by the supply officer, who makes replenishment and uses the report as a voucher.

31. STATEMENT OF CHARGES.

(Page 1.)

ATEMENT OF CHARGES against enlisted men for _____ property
(QM, Ord., Engr., or Sig. Corps)

On Final Statements of _____ or
On Pay roll of _____ for month of _____ 191____.

Names	Articles Charged												Total Value	Cause of Charge.
A. Total charged														If no articles of the Equipment "C" are charged, lines B and C will not be used.
B. Equipment "C" on Due Certificate														
C. Balance for Credit														

I certify that the statements hereon are complete and correct, and that the charges have been made for the reasons stated.

_____
_____ Commanding _____

I certify that I have received from _____ replacement of all the articles pertaining to the Equipment "C" of _____ charged hereon, except as noted in line B, that I have received a Due Certificate for that in line B, and that all other articles hereon have been replaced or a credit memorandum given for them.
Date _____ 191____.

_____
_____ Supply Officer _____

(This certificate is necessary only when articles of the Equipment "C" are charged).

Voucher to return of _____ Voucher No. _____
For period _____

[Page 2 (charges).]

INSTRUCTIONS.

(Approved by the Secretary of War .....)

1. All property when first charged against enlisted men, including deserters, must be entered on this Form No. ...., A. G. O., and the reports of survey required by A. R. 116, 686, or 687, of 1913, authorizing charges against deserters or enlisted men, will be made subvouchers to this statement of charges. Each charge entered on this statement of charges will be entered on the monthly pay roll of the organization.

2. Charges pertaining to property of one department only will be entered on this form.

3. In the column headed "Cause of charge" will be stated whether the articles were lost, damaged, destroyed, or taken by deserters; if charge is authorized by a report of survey, add the abbreviation "R. S."

4. The commanding officer of an organization provided with unit equipment will make out this Form No. .... A. G. O., to cover (*a*) articles of property which form a part of his unit equipment, or (*b*) articles for which he is responsible on memorandum receipt from the accountable post (supply) officer, or (*c*) expendable articles, (*d*) articles invoiced on Ordnance Department Form No. 152 and found missing. This form will be made in duplicate. The organization commander will sign the certificate of correctness on both copies and turn them over to the unit supply officer, who will present them to the post or other designated supply officer, who will issue all the available similar articles called for, if on hand; and said supply officer will enter on the line "Equipment C on due certificate" the remaining articles not replaced. The unit supply officer will fill in and sign the certificate acknowledging receipt of such articles received, on both copies. The voucher will then be turned over to the accountable (supply) officer, who will drop from his return only the articles entered on the lines "A" or "C" as indicated within. For articles entered on the line "Total on due certificate" the accountable (supply) officer will give the organization commander a due certificate, to be held until such time as these articles are actually replaced.

5. The accountable (supply) officer himself will make out and sign this Form No. ....A. G. O., to cover only property for which he is to be responsible and accountable officer.

6. When a charge is made on a pay roll against a soldier and not collected, entry of the charge will be made only once on the statement of charges, although the charge will appear on subsequent pay rolls.

7. When the charges are properly stated hereon this statement of charges signed by the proper officer will constitute a valid voucher for file with the return of the accountable officer.

..... PROPERTY EXPENDED AT (OR BY) .....
(Q. M., Ord., Engr., or Signal Corps.) (Station or organization.)

DURING THE MONTH OF ....., 191....

In column A will be entered those articles authorized expended on certificate of responsible officer; in B, those articles which in addition require certificate of destruction; in C, articles of equipment C not replaced but for which a "Due certificate" is issued; and in D, the total for which credit is taken on return.

Quantity.	Articles.	Expended as used. A	Expended after destruction. B	Expended on due certificate. C	Balance from certificate. D	Value (enter value only when required).	Application.

I certify that the above articles have been properly expended in the service for the purpose indicated, and that articles in B are unserviceable because of fair wear and tear in the service, and have no salable value.

Approved, ...

..... Commanding. .....

Complying with the instructions of the commanding officer, I have witnessed the destruction of the articles listed above in column B.

.....

.....

I certify that I have received from ..... replacement of all the articles pertaining to the equipment C of ..... expended hereon,
(Organization.)

except as noted in column C, that I have received a due certificate for those in column C, and that the other articles hereon have been replaced or a memorandum receipt given for them.

....

Date ....., 191.... .....

Voucher to return of ..... Voucher No.

For period ending ....

Authorized strength of organization: .....* officers and.....* enlisted men.
Maximum strength during the accounting period: .....* officers and .....* enlisted men.
Maximum number that participated in target practice, ...* officers and.....* enlisted men.
Machine guns, cal. .30, assigned to organization or post.....†
Description of cannon assigned to Artillery company.....‡

§ Total money value of cleaning, preserving, and marking supplies authorized for the armament and fire-control equipment of these coast defenses for this semiannual period.....	.....	....
§ Money value of such supplies heretofore expended during this semiannual period, as per vouchers Nos. ‖.....	.....	....
§ Money value of such supplies covered by this voucher.....	.....	....
§ Total money value of all such supplies so far expended this period.....	.....	....
§ Balance or excess.....	.....	....

(Line out words not needed.)
*Required to be filled in by officers expending small-arms ammunition.
†Required to be filled in by officers expending ammunition in machine guns.
‡Required to be filled in by officers expending Coast Artillery ammunition.
§All this information to be filled in by the coast defense ordnance officer.
‖Here give the numbers of the property vouchers under which the stores are dropped from the return.

RECAPITULATION SHOWING THE MONETARY ALLOWANCE OF SMALL-ARMS AMMUNITION AUTHORIZED FOR USE BY THIS ORGANIZATION DURING THE CALENDAR YEAR ENDING DECEMBER 31, 19.....

AUTHORIZED.			EXPENDED.		
.....Officers, at $.....	.....	....	Value of all the small-arms ammunition, etc., expended by the organization from Jan. 1, 19.., up to and including the period covered by this Certificate of Expenditures, viz:		
.....Enlisted men, at $.....	.....	....			
.....Sergeants and musicians, at $...	.....	....			
.....Pounds of empty cartridge cases, at ..... cents.....	.....	....			
.....Pounds brass clips, at ..... cents..	.....	....			
.....Bandoleers, at ..... cents.....	.....	....	Value of all the small-arms ammunition, etc., expended and covered by previous Certificate of Expenditures dated ....., 19...	.....	....
.....Packing boxes, caliber .30, zinc lined, at ..... cents.....	.....	....			
.....Metallic packing boxes, at $... ..	.....	....	Value of all the small-arms ammunition, etc., expended and covered by this Certificate of Expenditures is as follows—		
.....Officers (attached), at $..... ...	.....	....			
.....Enlisted men (attached), at $.....	.....	....			
.....	.....	....	.....Ball cartridges, caliber .30, model of 1906, at $..... per M....	.....	....
Total money value authorized	.....	....			
Total value of all expended to date.....	.....	....	.....Blank cartridges, caliber .30, model of 1909, at $.....per M.....	.....	....
Balance..{Unexpended.....	.....	....	Value of score books expended this period.		
Balance..{Expended in excess.....	.....	....			
			Total value of all expended to date.	.....	....

RECAPITULATION SHOWING ANNUAL ALLOWANCE OF MOBILE ARTILLERY AMMUNITION AUTHORIZED FOR USE BY THIS ORGANIZATION DURING THE CALENDAR YEAR ENDING DECEMBER 31, 19.....

AUTHORIZED.		EXPENDED.			
Quantity.	Kind.	Quantity covered by previous vouchers filed with preceding returns.	Quantity covered by this voucher.	Total from Jan. 1 to date.	Balance.
.....	Shrapnel.....	.....	.....	.....	.....
.....	Shell.....	.....	.....	.....	.....
.....	Subcaliber ammunition.....	.....	.....	.....	.....
.....	Caliber .30 blank cartridges.....	.....	.....	.....	.....
.....	Subcaliber gallery practice cartridges, caliber .30.....	.....	.....	.....	.....
.....	Powder, black, pounds.....	.....	.....	.....	.....
.....	Revolver cartridge cases, primed, caliber .30	.....	.....	.....	.....

INSTRUCTIONS.

(Approved by the Secretary of War ————.)

1. If more than one sheet is necessary, the bottoms will be cut from all except the last, and all sheets securely fastened together.

2. Property may be expended on this form by any accountable officer. Columns C and D and the replacement certificate will be ignored when post or depot supply officers expend property on this form. Columns C and D, when used, will be filled in by the supply officer, who makes replenishment and uses the paper as a voucher.

3. Form ——— will be used in obtaining expendable articles, spare parts, and preservatives for the maintenance of an equipment C.

4. Property which may be dropped on account of consumption or expenditure is published by the various supply departments, and such property when consumed or expended for an authorized purpose can be dropped from the return of the accountable officer on this certificate to the extent of the authorized allowances.

5. The article reported as expended on this certificate will be arranged according to their classification where prescribed; otherwise, alphabetically.

6. When expenditures are dependent on the strength of an organization, it must be stated.

7. At the end of each accounting period, or when organizations depart for duty at another station, organization commanders will furnish to the accountable officer from whom they obtained ammunition a certificate of expenditures, properly executed, in duplicate, to cover all the ammunition (including bull's-eye score books) that has been actually expended by them for authorized practice firing, etc., during the period, and the supply officer will use these certificates as the vouchers for dropping such ammunition and score books from their returns.

8. Ammunition used in target practice will be expended separately from any otherwise expended as in action, and details of such expenditures will be entered in recapitulation table on this page.

9. In each case, where any ammunition is expended in excess of the amount authorized by the annual orders issued from the War Department, the special authority for such expenditures will be cited on this voucher opposite the expenditures, in the column headed "For what purpose expended." (For further instructions relative to expending small arms ammunition see G. O. No. 18, War Department, dated Jan. 31, 1917, and later orders.)

32. DUE CERTIFICATE.

O. O. War Dept.

DUE CERTIFICATE.

.....191.....
(Place and date.)

List of articles of equipment C due the unit supply officer of .....
(Organization.)

on a ....., used as a credit voucher to the .....
(Description of voucher.) (Q. M., Ord., Engr., or Signal Corps.)

return of ..... for the period ended ..... 191.....
(Accountable officer.)

Quantity due.	Articles.	Quantity replaced.	Balance remaining due.
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....
.....	.....	.....	.....

Certified correct, ...
(Signature of post or other supply officer.)

I acknowledge to have received from ..... the articles listed above in column "Quantity replaced" and a new due certificate for those in column "Balance remaining due."

Place ....

Date ..... 191..... .....

Voucher to return of ..... Voucher No.

For period ending ....

[Instructions on back of sheet.]

INSTRUCTIONS.

1. This form is for use where post or depot supply officers are unable to replace all the articles of equipment C due an organization on some authorized voucher, as statement of charges, expenditure certificates, survey report, I. & I. report, or similar voucher.
2. It will be prepared in duplicate, signed as indicated by the post or other supply officer, the shortage in whose stores available for issue required the issue of the certificate, and turned over to the unit supply officer.
3. When the receipt of the unit supply officer is completed this certificate becomes a valid credit voucher for articles listed in column "Quantity replaced."
4. If more than one sheet is used cut off the bottom of all except the last sheet and fasten all sheets together.
5. Property pertaining to one department only will be entered on this form.

33. REQUISITION.

[Page 1 (requisition).]

A. G. O. Form No. .....

(Authorized ....., 191.....)

Requisition for articles of ..... property for maintenance
(Q. M., Ord., Engr. or Sig.)

of the Equipment C of .....
(Organization.)

Quantity required.	Articles.	Quantity issued.	Unit price.	Total value.
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....
.....	.....	.....	.....	.....

The articles listed above are necessary for the maintenance and equipment of .....

In cases where the allowances are fixed by regulations the articles listed hereon, considering those previously drawn, do not exceed the allowances prescribed for the period.

Approved..... .....
(See note 2)

....
Commanding. Unit supply officer.

Summary:
Total on voucher.....
Previously drawn.....
Total to date this period.....
Allowances.....

Balance.....
To be filled in by officer making the requisition.

Voucher to return of .....
For period ending .....

Voucher number
.....

[Page 2 (requisition).]

A. G. O. FORM NO. .....

(Authorized .....)

REQUISITION FOR ARTICLES FOR MAINTENANCE OF .....
(Q. M., Ord., Engr. or Sig.)
Property pertaining to return of
.....
.....
for period ending ....., 191....

INSTRUCTIONS.

1. This form will be used by the unit supply officer in obtaining expendable articles, spare parts, and preservatives for the maintenance of equipment C. Articles issued hereon will not be taken up on the account of the unit supply officer. (See A. R. 681K.) If articles of this class are, under the provisions of A. R. 681N, on the accountability of the unit supply officer they may be dropped on this form, using it as an expenditure voucher. It will be used in a similar manner by the organizations of a coast defense where there is no unit supply officer.

This form will not be used to cover articles of ordnance property issued or expended for the maintenance of the seacoast armament.

2. When allowances of expendable articles are prescribed by orders or regulations the approval of the commanding officer is not necessary. When this requisition covers articles in excess of the prescribed allowances it must be approved by the division or department commander. (See A. R. 681N.) When no allowances are prescribed, the approval of the commanding officer is necessary.

3. The unit price, total value, and summary columns will be used only when the allowance is a money value one.

4. Separate requisition will be submitted for each bureau.

5. Separate requisition will be submitted on this form for each of the following classes of ordnance stores:

Repairs of arms.....abb. RD.
Repairs of personal equipment.abb. RPE.
Repairs of horse equipment and harness and pack outfits.....abb. RHE.
Cleaning and preserving material .....abb. C&P

6. This completed form is a valid credit voucher to the account of a post, camp, or depot supply officer, or when as authorized by a bureau it may be used as a subvoucher to the retained consolidated expenditure voucher of the post, camp, or depot supply officer of the bureau.

34. INVENTORY AND INSPECTION REPORT.

Form No. 448, A. G. O.
(Authorized Apr. 12, 1917.)
Ed. Apr. 24-17—1,000,000.

Form No. 1, I. G. D. Authorized December 27, 1907
Ed. July 13-16—50,000.

INVENTORY AND INSPECTION REPORT

Of Ordnance Property

Pertaining to 1st Regmt. Engr., Wash Bks, D.C.
(Station or organization.)

Accountable Officer { Myron Bertman
1st Lieut. C of E. S.O.

Inspected at Washington Bks. D.C.

On May 5th, 1917.

By Col. Snow, I.G.D. special.

DIRECTIONS.

1. This form will be used for the inventory and inspection of property (except public animals) for condemnation in all the departments of the Army. **To be made in duplicate.**

2. Separate inventories will be made for the property pertaining to each staff department; for buildings as distinct from other property, and for "Subsistence Stores" as distinct from other property of the Q. M. Corps; also for the articles of ordnance, engineer, and signal property mentioned in paragraph 8 of these directions as requiring special authority of the Secretary of War for their submission for the action of an inspector.

3. Rifles to be inventoried singly. (a) The number of each rifle and its arsenal initial. (b) The date of issue of the rifle to the organization (date of invoice) and the number of target seasons it has been fired. This information to be given in column 1, using more than one line if necessary. See War Dept. Bulletins 24 of 1913; 15 and 31 of 1915.

4. An officer signing an inventory will add his official title, and, if commanding a company or detachment, the letter or number of the company and the regiment or corps should also be added.

5. All changes made in original entries on an inventory and inspection report will be duly authenticated by the signature of the inspecting officer. Erasures of entries thereon are prohibited. Blank lines, column 1, to be ruled out in red ink when no articles are entered thereon.

6. Public property which has been damaged, except by fair wear and tear, or is unsuitable for the service, before being submitted to an inspector for condemnation, will be surveyed by a disinterested officer, preferably the summary court officer. (A. R. 710.)

7. If an inspection of property follows the report of a survey thereon, one copy of the proceedings will accompany the inventory and inspection report which is transmitted for approval, and will afterwards be returned to be used as a voucher to the officer's returns. (A. R. 725.)

8. Special authority must be obtained for submission of property to an inspector, as follows:

Of the Secretary of War: Cannon and their carriages, machine and automatic guns with their carriages and mounts, but not including spare parts, accessories, implements and equipments required in their maintenance and operation; also ammunition for cannon. Electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer Department or the Signal Department and forming part of the permanent seacoast defenses. See A. R. 913.

Of Quartermaster General: Old and unserviceable typewriting machines issued by the Q. M. Corps. Cir. 3, O. C. Q. M. C., 1913.

Of Chief Signal Officer: Unserviceable telescopes, field glasses, telephones, expensive electrical apparatus, and aeronautical apparatus. (A. R. 1566 as amended by C. A. R. 37, 1915.)

Of Department or Division Surgeon: Damaged or unserviceable medicines, medical books, surgical or scientific instruments and appliances. (A. R. 1488.)

9. Attention is also invited to A. R. 678 and 903 to 914, inclusive, also G. O. 186, War Dept., 1907, G. O. 22, W. D., 1915, A. R. 1520 as amended by C. A. R. 1, 1914, and Cirs. 89 and 92, 1908, 51 and 72, 1910, and Ordnance Pamphlet No. 1871.

10. Inspection reports on buildings must be forwarded for the action of the Secretary of War. (A. R. 912.)

11. Under A. R. 913 all of the copies of the inspection report on cannon and their carriages, machine and automatic guns with their carriages and mounts, and ammunition for cannon; also electrical and mechanical installations and appliances furnished to the Coast Artillery Corps by the Engineer or Signal Departments, and forming part of the permanent seacoast defenses; must be forwarded by the department or division commander directly to the chief of bureau concerned for final action of the Secretary of War.

12. Inspectors will state under Remarks that all brass trimmings, etc., of Ordnance Stores to be destroyed are to be turned in to Post Ordnance Officer for shipment to arsenal.

3—621

Page _____

INVENTORY BY THE RESPONSIBLE OFFICER.

1 ARTICLES.	2 QUANTITY.	3 TOTAL COST PRICE. If not known estimate it.		4 IS CONDITION DUE TO FAIR WEAR AND TEAR? If not, state how rendered unserviceable.	5 HAS PROPERTY BEEN SURVEYED? A. R. 678, 710–725, of 1913.	6 IF REQUIRED, HAS AUTHORITY FOR PRESENTATION TO INSPECTOR BEEN OBTAINED? See "Directions" 8.	
Bridles, curb, Model 1902	5	$ 30	55	Yes	Yes	No.	1
Bridles, Watering (steel bit)	5	11	50	Yes	No	No.	2
							3
							4
							5
							6
							7
							8
							9
							10

3—021

Fasten extra sheets here.

FIRST INDORSEMENT.

Washington Bks. D.C. 5/5/17.

I CERTIFY that this inventory, consisting of 1 sheets, is correct in every particular; that each article enumerated has been examined by me personally, has never been previously condemned, and is, in my opinion, unserviceable or unsuitable for further public use here, and requires the action of an inspector.

Myron Bertman,

1st Lieut. Corps of Engr. D.C.

Responsible Officer.

SECOND INDORSEMENT.

I CERTIFY that I have carefully examined the articles enumerated within; that the disposition recommended is, in my judgment, the best for the public interest; that the articles recommended to be destroyed have no money value at or near the post, and that those found to be worthless have, as far as practicable, been destroyed in my presence.

Inspector.

THIRD INDORSEMENT.

The within named articles will be disposed of as recommended by the inspector.

By command of

3—621

104122—17——14

I CERTIFY that all property herein recommended to be destroyed has been destroyed in my presence.

3—621 Date: ----------

REPORT BY THE INSPECTOR.

	7	To be dropped		10	11	12
	To be continued in service.	8 To be destroyed.	9 To be broken up.	To be sold.	To be turned into depot or arsenal.	REMARKS. If special inspector, state authority and date here.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

35. MEMORANDUM RECEIPT.

CREDIT / DEBIT } SLIP.

Issued to / Turned in by } .....

Fort..... Date, ..., 191..

QUARTERMASTER (ORDNANCE) (ENGINEER) (SIGNAL) PROPERTY.

(Strike out words not applicable.)

NO.	ARTICLES.
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....
.....	.....

Received the above-named articles.

(Sig.).....

(Rank).....

(Office).....

(Signed in duplicate.)

No. .....

Form No. 448b, A. G. O.
Authorized Sept. 28, 1915.
Ed. May 24-16—300,000.

ABSTRACT RECORD OF MEMORANDUM RECEIPTS.

Post (or) / Organization } .....

QUARTERMASTER (ORDNANCE) (ENGINEER) (SIGNAL) PROPERTY.

(Line out words not used.)

Date.	M. R. No.	Debit.	Credit.	Balance.	Initials on transfer.
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
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.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....

Article.....

Class..... Section.....

(Instruction slip to be pasted inside of binding cover for use of loose-leaf memorandum receipt forms for quartermaster, ordnance, engineer, and signal property.)

INSTRUCTIONS.

1. Form No. 448, A. G. O., will be used for all quartermaster, ordnance, engineer, or signal property on memorandum receipt issued by (debit slip) or turned in to (credit slip) a post or unit supply officer for each separate transaction. The words "credit" or "debit," "issued to" or "turned in by," to be lined out according to the transaction. These memorandum receipt debit and credit slips will be filed as vouchers to the abstract record of memorandum receipts (Form No. 448b, A. G. O.), and will be numbered in one series for each. When so abstracted no other memorandum receipt will be required.

2. Form No. 448b, A. G. O., will be used by a post or unit supply officer as a consolidated abstract for all property issued on memorandum receipt, and also for separate abstracts for each organization which will be kept posted from day to day. The post abstract will show the total quantity of each article out on memorandum receipt and each organization abstract will show the total quantity in that organization. This form will also be used similarly by each organization.

3. In case of a transfer of property on relief of a post or unit supply officer, the receiving or unit officer will initial the balances shown on the post abstract of memorandum receipts. In case of the relief of an organization commander the receiving officer will initial the balances shown on the organization abstract of memorandum receipts.

4. When an organization changes station the organization commander will initial the balances shown on the supply officer's organization abstract of memorandum receipts for those articles to be transferred to another accountable officer, which will then be forwarded complete to the supply officer at the new station, together with the usual invoices and receipts for the property transferred.

Form No. 448a, A. G. O.
Authorized September 28, 1915.

EXTRACTS FROM ARMY REGULATIONS.

281. There will also be kept in each company or detachment full information respecting all *equipment and other property* held on memorandum receipt showing lists of articles, date of receipt * * * will be destroyed under the direction of the commanding officer. (C. A. R., No. ——, March —, 1917.)

661. A company or detachment commander is responsible for all public property pertaining to his company or detachment, and will not transfer his *responsibility* therefor to a successor during periods of absence of less than a month, unless so ordered by competent authority; when such absence exceeds a month, the question of responsibility is settled by the proper authority. (C. A. R., No. ——, March —, 1917.)

681I. Replenishment of equipment C will habitually be obtained through the unit supply officer, but no entry of the transaction will be made in his account unless necessary. In emergencies, an organization commander may obtain replenishment by any of the methods prescribed for the unit supply officer, but when such action is taken, he will promptly report the transaction to the unit supply officer. (C. A. R., No. ——, March —, 1917.)

681J. All garrison equipment and other Government property (including ammunition for target practice), except equipment C, will be held by organization commanders on memorandum receipt from the post or other supply officers. If ordered to field duty, all articles of the garrison equipment held on memorandum receipt by organizations will be turned over to the post supply officer, and none of it will be taken with the organization, except as may be especially ordered by the next higher commander. Replenishment of garrison equipment will habitually be obtained by organization commanders according to the methods prescribed in paragraph 681F for unit supply officers in replenishing equipment C. (C. A. R., No. ——, March —, 1917.)

5. The authorized engineer, ordnance, and Signal Corps supplies and equipment are given in the Unit Equipment Manuals. The authorized Quartermaster supplies and equipment are given in G. O. 39, 1915, as amended.

36. GUARD REPORT.

GUARD REPORTS

OF

Post of Washington Barracks, D.C.
(Name of post or other command.)

FOR THE MONTH OF

May, 1917

Form No. 338, A. G. O.
Ed. Sept. 25—10,000.

2—692

GUARD MOUNTED AT POST OF WASHINGTON BARRACKS DC, ON Apr 30th, 1917, AND RELIEVED ON May 1st, 1917

LIST OF THE GUARD.

SERGEANTS.	CORPORALS.	MUSICIANS.	ORDERLIES
Paterson, Co. E	Goddard, Co. E	Reed, Co. C	Kostamo, Co. E.
LeNoir, Co. C	Laird, Co. E.		
	Connolly, C, C.		

PAROLE: COUNTERSIGN:	3.30 FIRST RELIEF FROM 9.30 TO 11.30			5.30 SECOND RELIEF FROM 11.30 TO 1.30			7.30 THIRD RELIEF FROM 1.30 TO 3.30		
No. of Post.	NAME.	CO.	REGT	NAME.	CO.	REGT.	NAME.	CO	REGT.
1	James	E	1" Eng	Davis	C	1"Eng	O'Brien	E	1"Eng
2	Young	E	1" Eng	Jones	C	1"Eng	Gaynor	E	1"Eng
3	Smith	E	1" Eng	Ryan	C	1"Eng	Kelly	E	1"Eng
4	Wilson	C	1" Eng	Murphy	C	1"Eng	Jackson	E	1"Eng
5	Boogher	C	1" Eng	Millville	C	1"Eng	Gates	E	1"Eng
6									
7									
8									
9									
10									

2—1492

REMARKS.

Released G.P. McVey 3.

SUMMARY OF PRISONERS.

CLASS.	NO. RECEIVED.	GAIN.	LOSS.	NO. TURNED OVER.
GENERAL PRISONERS.	3	0	1	2
GARRISON PRISONERS.	1	0	0	1
PRISONERS NOT SENTENCED.	1	0	0	1
TOTAL.				

IN HOSPITAL.

GENERAL PRISONERS, No. ———

OTHER PRISONERS, No. ———

John G. Peterson
Serg't Co. E. 1st U.S. Engrs
COMMANDING GUARD

John Jones
1st Lieut. Corps of Engrs.
OFFICER OF THE DAY.

2—1492

PRISONERS.

No.	NAME.	CO.	REGT.	CONFINED.		CHARGE.	SENTENCE.		REMARKS.
				AUTHORITY.	DATE.		TERM.	EXPIRES WITH FUTURE GOOD CONDUCT.	
1.	John W. Smith	G.	P.	G.C.M.O.72	2-10-16	47-62 AW	3-1/2yr	10-12-19	
2.	William Hill	G.	P.	G.C.M.O.78	4-11-16	47 A.W.	1 yr	3-9-17	Paroled (of conf
				Confined during tour of Guard 3-15-16-17					
4	Mason, James W.	Med	Dept	Spec.C.M.	3-16-17	61-96 A.W.	3 mo.	5-10-17	
				Confined during tour of guard 4-29-30-17					
5.	McCarthy, Robert	168	A.C.	C.O.	4-30-17				

POSTS OF THE GUARD

No.	Location.
1.	Guard House
2.	Gate
3.	Q. M. Storehouse & Engr. Depot
4.	Officers Qrs.
5.	Ponton Sheds & Carpenter Shop
6.	
7.	
8.	

INSTRUCTIONS.

1. During the first tour of guard reported on this form, the names of all prisoners in confinement at the beginning of the tour will be recorded in one list (on the pages prepared for that purpose), and no new list will be made during the month. The names of general prisoners and all entries pertaining to them will be recorded with *red ink;* the names of all other prisoners (enlisted men) and all entries pertaining to them will be recorded with *black ink.* The names of the general prisoners in confinement at the beginning of the tour will be recorded at the head of the list of prisoners, beginning with name of the general prisoner who has the longest remaining period of confinement to serve, and following with the names of other general prisoners in the order of the length of their remaining periods of confinement. The names of the enlisted men then serving sentences of confinement will follow next in the same order. The names of the other prisoners then in confinement (enlisted men *not* undergoing sentences of confinement) will next be recorded in the order of the dates of their respective commitments; and the names of all prisoners, including general prisoners, will be numbered *consecutively.* The interval between a name and the one preceding it should not be greater than necessary. The minimum and normal allowance will be two of the ruled spaces for each prisoner. No attempt will be made by means of entries on the report other than by the prescribed column entries to designate or distinguish prisoners awaiting trial or result of trial.

2. The name of each prisoner confined after the list hereinbefore prescribed is made and during the month covered by the report will be recorded, without regard to classification, next after the name of the prisoner last entered on the original list, and will be numbered accordingly. Sufficient space will be left above the name of the first prisoner confined during each guard tour, including the first tour of the month, for this heading: "Confined during the tour of ——" (described by dates, e. g., June 25–26, 1909). *All entries and parts of entries pertaining to general prisoners will invariably be made with red ink.*

3. When a prisoner is released or dropped during the period covered by the report, a notation to that effect will be made opposite his name in the column for remarks. This notation will set forth briefly the fact, with the date on which the prisoner is released or dropped, and, *except in the case of a prisoner released at expiration of sentence,* the authority for releasing or dropping him. His *name* will then be *lined out* with *black* ink in the case of a general prisoner, and with *red* ink in all other cases. Whenever a prisoner is released or dropped the lining out of his name will be initialed immediately below the name by the officer of the guard or if there be no officer of the guard, by the officer of the day.

4. When in the case of a prisoner *not* serving sentence notice of his sentence is received, the term and date of expiration of the confinement, if any, will be entered in the proper columns opposite his name, and the authority therefor will be noted in the column for remarks. If the sentence includes dishonorable discharge and confinement, the entries will be made with red ink, and include in the column for remarks this additional entry: "General prisoner since ——" date of discharge).

5. The total number of prisoners for which the guard is accountable at any time may be ascertained readily by subtracting the number of names lined out from the total number of names entered, that is to say, from the number given to last name on the list.

6. Forfeiture of "good conduct time" and orders modifying sentence will be noted in the column for remarks opposite the appropriate name in the list of prisoners, but the date of expiration of sentence recorded will not be changed, except as provided in paragraph 9.

7. Gains and losses numerically reported in the "Summary of Prisoners" will be noted by name in the space for remarks opposite the summary, and after each name will be entered the *serial number* given the name in the list of prisoners, e. g., "Released: General prisoners Smith, 10; Jones, 21;" etc. Changes in the personnel of the guard will be noted in this space also. Hours and results of inspections and roll calls will not be recorded on this form, but they may, under the direction of the commanding officer, be made the subject of a memorandum report.

8. When it is known in advance that the strength of the daily guard that will be required is so great that one page of the Guard Report will be insufficient for the daily list of the guard, provision will be made to meet the deficiency by stitching into the middle of the Guard Report, before beginning its use for the month, a sufficient number of extra sheets, which will be obtained by requisition upon The Adjutant General of the Army. This will permit of using more than one page of

the report, under the caption "List of the guard," for the guard of each day. When more than one page of the report is used for the list of the guard of one day, the word "Continued" will be written after the words "List of the Guard" at the top of each additional page so used, and the numbers printed under the heading "No. of Post" on each additional page so used will be changed by prefixing the proper numeral to each of those numbers so that they will read 11, 12, 13, etc.

9. At the end of the month covered by any report, the names of all prisoners not lined out on that report will be transferred with all entries pertaining to them to a new report and will be entered in the new list, in accordance with instructions 1 and 2, and thereafter the remaining instructions, including this one, will apply. At this time the column entries which are affected by the remarks will be changed to conform thereto, and remarks so incorporated will not be repeated on the new list.

37. FIELD RETURN.

FIELD RETURN

OF

Company "E"

Fifth Regiment of Engineers

FOR

August 12th, 1917, 191

Station Washington Barracks, D.C.

John A. Dodd

Captain, Corps of Engineers

Commanding.

This form will be used as a DAILY FIELD RETURN, SPECIAL FIELD RETURN, or TEMPORARY FIELD RETURN, as required.

Whether used as a TEMPORARY FIELD RETURN, particular care will be taken to give the name of every regiment or detached company in full, and the brigade, division, and army corps to which it belongs.

This form will be used upon the establishment or evacuation of a post or temporary camp, and upon the temporary or permanent increase or reduction of a garrison; a copy to be forwarded at once directly to The Adjutant General of the Army.

The location and post-office address of a new post or camp must be stated.

In active campaign this form will serve as a TEMPORARY RETURN, and will be used for regiments, independent companies, posts, districts, brigades, divisions, army corps, departments, or armies, and will be made out in triplicate on the 10th, 20th, and last day of each month, and after each station, from the latest returns which have been obtained at headquarters on those dates—one for the immediate commander, one to be sent directly to The Adjutant General of the Army, and one to be retained.

Form No. 26, A. G. O.
Ed. Oct. 11-16—36,000

*3—37

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME (NATURE OF ABSENCE WITH DATES TO BE STATED).

NOTE 3.—The names of the officers shown in the column "Commanding Officer" on the face of the return will not be repeated under this heading, except where it is necessary to give other information to complete the record of the officer during the period covered.

NO.	NAMES.	RANK.	REGIMENT OR CORPS.	REMARKS.
	Present			
1	Peter G. Mason	1"Lt	C of E	With Co.
	Absent			
1	Alton B. Smith	1"Lt	C of E	On DS at Plattsburg, N.Y., since Aug 1/17. SO 196 E Dept. 1916.
1	Harold H. Porter	2" Lt	C of E	A.W.L. since Aug 8/17 SOP 74, Aug 6/17.

FIELD RETURN of Company "D" 5th Regiment of Engineers for AUGUST 12th, 1917

NOTE 1.—When the command is composed of different organizations or parts of different regiments, the troops will be reported on separate lines, by regiments; if of the same regiment, by companies; if coast artillery organizations, on separate lines, by companies. When this form is used by divisions, troops will be shown by brigades; if by army corps, by divisions; and if by department or army, by army corps.

A recapitulation will be made at the foot of the sheet, showing separately each arm of the service, viz: Staff, engineers, cavalry, artillery, infantry.

All officers and enlisted men attached will be accounted for, but not included in any of the totals or aggregates.

When additional space is necessary another blank will be attached.

STATIONS.	COMMANDING OFFICER.	TROOPS.	NUMBER OF REGIMENTS.	NUMBER OF COMPANIES.	OFFICERS. PRESENT.	OFFICERS. ABSENT. Within the Department.	OFFICERS. ABSENT. Without the Department.	OFFICERS. TOTAL.	ENLISTED MEN. PRESENT.	ENLISTED MEN. ABSENT. Within the Department.	ENLISTED MEN. ABSENT. Without the Department.	ENLISTED MEN. TOTAL.	KILLED IN ACTION.	WOUNDED IN ACTION.	MISSING IN ACTION.
Washington Bks., D.C.	John A. Dedds	Co. "D" 5th Engrs.		1	2	2		4	141	21		162			
		TOTAL,		1	2	2		4	141	21		162			

HORSES: Serviceable, 6 ; unserviceable, ; lost in action, died, etc.,

MULES: Serviceable, 20 ; unserviceable, ; lost in action, died, etc.,

WAGONS: 2 tool and 1 escort wagons.

PIECES OF ARTILLERY:

EFFECTIVE STRENGTH: Officers, ; enlisted men,

(Effective strength will be reported only in campaign, and in determining such strength only those who are available for service in line of battle will be included. Officers and enlisted men who are sick or disabled, are on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

RECORD OF EVENTS.

NOTE 2.—Actions in which any portion of the command has been engaged, scouts, marches, changes of stations, and anything of interest, will be carefully noted, with dates, places, and distances marched or traveled.

On Aug 12/17 Co "D" 1st Engrs left the Post of Washington Barracks, D.C. for Edsall, Va., by marching, pursuant to Special Orders, No. 100, Post, C.S.

38. CONSOLIDATED MORNING REPORT.

CONSOLIDATED MORNING REPORT

OF

.....

.....

From....., *19*

To....., *19*

MORNING REPORT—POST OR REGIMENT.
Form No. 336, A. G. O.
Ed. Nov. 3-13—5,000.

3—1435

COVER

DATE.	ORGANIZATION.	PRESENT.												ABSENT.		PRESENT AND ABSENT.		ANIMALS ON HAND.					
		For Duty.					Special or Extra Duty.		Sick.		In Arrest or Confinement.		Total.					Horses, Public.		Horses, Private.		Mules.	
19		Officers.	Non-Com. Officers.	Mechanics and Cooks.	Musicians and Trumpeters.	Privates.	Recruits.	Officers.	Enlisted men.	Officers.	Enlisted men.	Officers.	Enlisted men.	Officers.	Enlisted men.	Officers.	Enlisted men.	Serviceable.	Unserviceable.	Serviceable.	Unserviceable.	Serviceable.	Unserviceable
3—1435	Totals.																						

39a. REGIMENTAL RETURN.

RETURN

OF THE

38th Regiment of Infantry

April (Month), 1912

GEORGE H. HAY

Lt. Col. 38th Inf.
Commanding Regiment.

The return will be folded evenly in two folds, with the brief on the outside, if there be one, and will be inclosed in an envelope or wrapper of the proper size.

Form 1.—This return will consist of one Form 41—A. G. O., and as many of Form 41—A. G. O., as may be necessary, fastened together.

Form 2.—On the beginning of each month every officer commanding a regiment will send a copy of this return to The Adjutant General of the Army. The return will be made out in duplicate and one copy retained. The making of carbon copies is authorized, but they must be clear and distinct and the original copy must be the one mailed.

Form No. 41—A. G. O.
E.M.: 1-1-10—50,000.

RECORD OF EVENTS.

NOTE 9.—*Actions* in which the regiment, or any portion of it, has been engaged, *scouts, marches, maneuvers, changes of stations*, and *everything of interest* relating to the *discipline efficiency*, or *service* of the regiment, will be *minutely* and *carefully* noted, with *dates, places, distances marched*, etc.

NOTE 10.—The name and rank of officers and soldiers *killed, missing*, or *wounded* in action, with *dates* and *places*, will be accurately noted.

The companies of the regiment performed the usual garrison duties during the month. Company H, rejoined Ft. Lowell, Ariz. from temporary station at Ft. Grant, Ariz., April 6, 1912; see return for February 1912. Distance marched 50 miles.

Companies A and B and det. H.C., under command of Capt. L.C. Briggs, 38 Inf. left Ft. Lowell, Ariz., April 4, 1912, on scout in Rincon Mountains in search of renegade Indians from the reservation. Indians discovered April 8, 1912, and during engagement that followed Pvt. George Burns, Company A, received slight flesh wound in the r. leg. Returned to post April 12 1912. Distance marched, 65 miles.

Company E, under command of Capt. C. F. Amea, 38th Inf., left Ft. Lowell, Ariz., April 28, 1912 on 10 days' practice march.

On April 3, 1912, the 3d Battalion, under command of Maj. C.W. Hayes, 38 Inf., left Ft. Thomas, Ariz., on a practice march; distance marched, 12 miles; advance and rear guard exercise and instruction in pitching camp.

The 3d Battalion commenced the annual target practice on April 25, 1912.

Fire drill April 12, 1912.

RANK.	NAMES.	STATION.	REMARKS.
2d Lieut.,			

OFFICERS—Continued.

CONDITION OF THE REGIMENT AT MIDNIGHT ON THE LAST DAY OF April 1912

Stations of Companies. (The actual whereabouts of the company on the last day of the month to be shown.)	Letters of Companies.	Officers. Present.	Officers. Absent. Within the Department.	Officers. Absent. Without the Department.	Officers. Total.	Enlisted Men. Present.	Enlisted Men. Absent. Within the Department. On detached service.	Enlisted Men. Absent. Within the Department. Sick in quarters.	Enlisted Men. Absent. Without the Department.	Enlisted Men. Total.	Strength Last Monthly Return. Officers.	Strength Last Monthly Return. Enlisted men.	Wounded in action.	Missing in action.	Number of men to be discharged during next three months.	Number who will probably remain.	Horses. Serviceable.	Horses. Unserviceable.	Horses. Lost in action, died, etc.	Place of Artillery.
Ft. Lowell, Ariz.	Staff and Band.	14			14	36				36	12	30			4	2	20	1		
"	A	2			2	61	2	1		64	2	50	4		3	3	20		1	
"	B	3			3	60		2	3	65	3	60	4		7	1	20		1	
"	C	3			3	62	1	1	1	65	4	65	4		1		20		1	
"	D		1	1	2	62			1	63	2	60	1		6		20			
In the field	E		3		3	13	49	2	1	65	3	60			1		20	2		
Ft. Lowell, Ariz.	F	1	1	1	3	62				62	3	65	2		1		20		1	
"	G	3			3	60	2		1	63	3	60			4	1	20		2	
"	H	1	2		3	62			2	64	4	65	3		2		20		1	
Ft. Thomas, Ariz.	I	2			2	62			2	64	2	60			3		20	2		
"	K	2		1	3	61		2	1	64	2	50			1		20			
"	L	3			3	65				65	4	60	1		3	2	20		1	
"	M	2	1		3	58	1	1	1	61	3	65	1		2		20	1		
M.G.P. and Hdqrs Data. Officers and enlisted men's number. Not to be included in any of the totals.			1		1	35			1	36		30			1					
Totals.		36	8	3	47	759	55	9	14	837	47	780	20		39	9	260	6	8	

EFFECTIVE STRENGTH: Officers, _____; *enlisted men,* _____

(Effective strength will be reported only in campaign, and in determining such strength only those who are available for service in line of battle will be included. Officers or enlisted men who are sick or disabled, are on duty in any of the staff or supply departments, or for any other reason are not available in line of battle, will be excluded.)

ALTERATIONS SINCE LAST MONTHLY RETURN.

Officers. Gain. By promotion, appointment, or transfer.	Officers. Loss. Resigned.	Officers. Loss. Dismissed.	Officers. Loss. Transferred to Reserve.	Officers. Loss. Died. Killed in action.	Officers. Loss. Died. Wounds not in action.	Officers. Loss. Died. Of disease, etc.	Enlisted Men. Gain. Enlisted.	Enlisted Men. Gain. Reenlisted.	Enlisted Men. Gain. Recruits from depot.	Enlisted Men. Gain. By transfer.	Enlisted Men. Gain. From desertion.	Enlisted Men. Gain. Total.	Enlisted Men. Loss. Discharged. Expiration of service.	Enlisted Men. Loss. Discharged. For disability.	Enlisted Men. Loss. Discharged. By special O.C.M.	Enlisted Men. Loss. By order.	Enlisted Men. Loss. Retired.	Enlisted Men. Loss. Transferred.	Enlisted Men. Loss. Died. Killed in action.	Enlisted Men. Loss. Died. Wounds not in action.	Enlisted Men. Loss. Died. Of disease.	Enlisted Men. Loss. Died. Accident.	Enlisted Men. Loss. Drowned.	Enlisted Men. Loss. Suicide.	Enlisted Men. Loss. Murder or homicide.	Enlisted Men. Loss. Deserted.	Enlisted Men. Loss. Total.
							5	5	75	3	1	89	6	1	3	2	1	4		11	2	1			1	32	

1st Lieut.,	Henry E. Bird	Ft. Lowell, Ariz.	Comdg. Co. since Apr 11, 1912. Duty with Co to Apr 10, 1912.
2d Lieut.,	Frank Brewer		Duty with Co. to Apr 20, 1912. Absent without leave since Apr. 21, 1912.
I			
Capt.,	Charles R. Henry	Ft. Thomas, Ariz.	Comdg. Co. Comdg. post and battalion Apr. 16 to 24, 1912. Summary court.
1st Lieut.,	Vacancy		
2d Lieut.,	Frederick Kelly	"	Duty with Co. Comdg. Co. Apr 16 to 24, 1912.
K			
Capt.,	Frank Sawyer	"	Comdg. Co. Fire Marshall
1st Lieut.,	Daniel D. Todd	West Point, N.Y.	D.S. Instructor U.S. Military Academy since Aug. 10, 1910. See return for Aug. 1910
2d Lieut.,	James B. Ramsey	Ft. Thomas, Ariz.	Duty with company, Athletic Officer. Appointed from civil life to rank Feb. 17, 1912 and assigned to the 38 Inf. S.O. 76, W.D. Mch 30, 1912. Assigned to Co. K. per R.S.O. 42 Apr. 10, 1912. Joined post and rept. Apr 10 1912.
L			
Capt.,			
1st Lieut.,			
2d Lieut.,			
M			
Capt.,			
1st Lieut.,			

39b. REGIMENTAL RETURN (EXTRA SHEET).

OFFICERS—Continued.

RANK.	NAMES.	STATION.	REMARKS
Comy.,	Frederick Parks	Ft. Lowell, Ariz.	Duty with regt. Post Com. Post Treasurer
Surgeon,			
Asst. Surg.,			
Asst. Surg.,			
Chaplain,	Henry H. Gordon	Ft. Lowell, Ariz	Duty with regt. Post librarian and in charge of enlisted men's school.
Adjt. 1st Sq. or Bn.	Alfred Turner	"	Comdg. regtl. dets. Ord. Eng., and Sig. Officer.
Adjt., 2d Sq. or Bn.	Thomas Harmon		S.D. as Fire Marshall, Prison and Police officer. In charge of post exchange.
Adjt., 2d Sq. or Bn.	John S. Bowlman	Ft. Thomas, Ariz.	Duty, Post Adjt. Ord., Eng., and Range Officer. In charge of post school
Q.M.&C. 1st Sq. or Bn.	Albert R. Henry	Ft. Lowell, Ariz	On leave for 3 mos., since Mch. 11, 1912 See return for Mch. 1912.
Q.M.&C. 2d Sq. or Bn.	Charles C. Newell	"	Duty Asst. to Post Comsy. On leave for 1 day per S.O. 64, Post Apr. 24, 1912. Left post Apr. 25, rejoined Apr. 26, 1912.
Q.M.&C. 2d Sq. or Bn.	Joseph E. Curtis	Ft. Thomas, Ariz.	Duty Post, Q.M. and Comsy., Prison officer
A			
Capt.	Louis C. Briggs	Ft. Lowell, Ariz.	Comdg. Co. In the field Apr. 4 to 12, 1912 Relieved as Regtl. Adjt. and assigned to Co A Apr. 2, 1912. per R.S.O. 30 Apr 2, 1912
1st Lieut.,	Edward Wilson	"	Duty with Co. Relieved as prison officer Apr. 1, 1912. per S.O. 51, post Apr. 1 1912. In the field Apr. 4 to 12, 1912.
2d Lieut.,	Vacancy		
B			
Capt.,	Harry C. Young.	"	Comdg. Co. Rejoined from D.S. at Ft. Leavenworth, Kans. Apr. 16, 1912. See return for Mch. 1912.
1st Lieut.,	Joseph Wild	"	Duty with Co. Comdg. Co. to April 15, 1912 In the field Apr. 4 to 12, 1912.
2d Lieut.,	Edward Putnam	"	Duty with Co. to Apr. 28, 1912 In arrest since Apr. 29, 1912. In the field Apr. 4 to 12, 1912.
C			
Capt.,	Sidney Jones	"	Comdg. Co. Transferred from 36th Inf. per S.O. 76, W.D. Apr. 4, 1912. Joined Apr. 12, 1912. Assigned to C.C per R.S.O. 40 Apr. 12, 1912.
1st Lieut.,	Alexander London	"	Duty with Co. Comdg Co. to Apr. 11, 1912.
2d Lieut.,	Jacob Keeley	"	S.D. Comdg. Co. D since Mch 14, 1912.
D			
Capt.,	Harry Gilbert	Ft. Leavenworth Kans.	D.S. as Student, Army School of the Line since Aug. 15, 1911. See return for Aug. 1911.
1st Lieut.,	Vacancy		

OFFICERS—Continued.

RANK	NAMES	STATION	REMARKS
2d Lieut.,	William Dare	Los Angeles, Cal.	Sick leave for 2 mos. from Apr. 8, 1912 per S.O. 70 W.D., Mch. 30, 1912. Left post Apr. 7, 1912 Sick in hosp. Mch 14 to Apr 7, 1912
E			
Capt.,	Charles F. Ames	Ft. Lowell, Ariz.	Comdg. Co. D.S. on practice march since Apr. 28, 1912.
1st Lieut.,	James Glass	"	With Co. D.S. on practice march since Apr 28, 1912.
2d Lieut.,	Henry F. Chase	"	On leave for 1. mo. from Apr 10, 1912 per S.O. 75, Dept. Calif. Apr 2, 1912, left post Apr. 9, 1912, With Co. to Apr. 9, 1912.
F			
Capt.,	John A Hope	San Francisco, Cal.	D.S. ordered to report to the C.G. west Div. for temporary duty per tel. instructions Hdqrs. West Div. Apr. 10, 1912. Left post Apr 12, 1912. Comdg. Co to Apr 11, 1912.
1st Lieut.,	William Springer	Ft. Lowell, Ariz.	Comdg. Co since Apr. 12, 1912 Duty with Co to apr. 11, 1912.
2d Lieut.,	George Burt	Ft. Leavenworth Kans.	D.S. undergoing 3 mos. course of instruction Assigned to Co. per R.S.O. 32, Apr. 3, 1912. Not yet joined.
G			
Capt.,	Charles W. Winter	Ft. Lowell, Ariz.	Comdg. Co. Promoted from 1st lt., 38th Inf. to Capt. to rank Mch 17, 1912 and assigned to 38th Inf. Apr. 23, 1912 par 12 S.O. 93 W.D. APR. 23, 1912. Assigned to Co G. per R.S.O. 50, Apr. 29, 1912.
1st Lieut.,	Herbert Curtis	"	Duty with Co. Comdg Co to Apr 28, 1912.
2d Lieut.,	Charles M. Lee	"	Duty with Co. Sick in quarters Apr. 20 to 23, 1912.
H			
Capt.,	James Harris	San Francisco Cal.	D.S. as Inspector-Instructor of organized Militia since Apr 11, 1912 per S.O. 75 W.D. Mch 29, 1912. Left post Apr. 11, 1912 Comdg. Co. to Apr 10, 1912.

Form No. 41a—A. G. O.
Ed. July 11-16—25,000.

(Fasten along this fold to Form No. 41.)

OFFICERS, PRESENT AND ABSENT, ACCOUNTED FOR BY NAME.

NOTE 3.—The *date* (with number, date, and source of order) on which an officer is *assigned or transferred to, joins or rejoins*, the regiment, *or any company, assumes* or is *relieved* from any *command* or *special duty*, with description of same; also all absence of whatever duration, or cause, with authority therefor, and dates of departure and return, will be stated opposite his name. The actual station, or whereabouts, of the officer, if absent from the regiment, will be reported.

NOTE 4.—All cases of absence, the nature and commencement of, and periods authorized, with numbers, dates, and sources of orders (and in case of absence on detached service, sick, or in confinement the place of absence) will be stated on the first return; on subsequent returns, while such absences continue, will be noted, "..... (Nature of absence.) since..... (Month, date, and year.) See return ..... (Month, date, and year.) 191 ." (First return bearing the entry.)

NOTE 5.—*Transfers from the regiment* (with number, date, and source of order), *resignations, dismissals, deaths, etc.*, will be reported at the *foot* of the list of officers, with *dates* and *places*, and, in the case of death, the *cause* will be stated.

NOTE 6.—Officers of other organizations, or medical officers, serving with or attached to the regiment for duty, will be borne under the heading of "Attached," after the names of those belonging to the regiment, but will not be included in the totals on the face of the return. The requirements of Notes 4, 5, and 7 will also be observed in their cases.

NOTE 7.—Veterinarians will be reported by name at the bottom of the list of officers, under the heading of "Veterinarians," but will not be included in the strength of the regiment on the face of the return. The requirements of Notes 4, 5, and 6 will also be observed in their cases.

RANK.	NAMES.	STATION.	REMARKS.
Colonel,	Franklin Irving	Ft. Lowell, Ariz.	Sick in quarters since Apr. 24, 1912. Comdg. regiment and post to Apr. 23, 1912.
Lt. Col.,	George H. Hay	"	Comdg. regt. and post since Apr 24, 1912. Assigned to regt. from unassigned Apr. 3, 1912, par. 30, S.O. 81, W.D. Apr. 3, 1912. Joined Apr. 8, 1912.
Major, 1st Sq. or Ba.,	William Spencer	"	Comdg. battalion. Summary Court.
Major, 2d Sq. or Ba.,	John C. Carter	"	Comdg. battalion. Assigned to 2d battn Apr. 1, 1912, per R.S.O. 29, same date. Detailed as range officer Apr. 26, 1912. S.O. 69, Post, Apr. 26, 1912.
Major, 3d Sq. or Ba.,	Charles W. Heys	Ft. Thomas, Ariz.	Comdg. post and battalion. D.S. at Ft. Grant Ariz., on G.S.M. duty Apr. 16 to 24, per S.O. 88, Dept. Calif. Apr. 3, 1912.
Adjutant,	Alfred Sampson	Ft. Lowell, Ariz.	Duty with regt. Post Adjt. comdg. N.C.S. and band. Relieved from Co. A. and appointed Regtl. Adjt. Apr. 2, 1912, per R.S.O. 30, Apr. 2, 1912.
Q. M.,	John E. Morse	"	Duty with Regt. Post Q.M.

RETURN of C on July 31, , 191 6

NO.	NAMES. (To be entered in order shown in recap on first fold.)	ENGAGEMENT. than one day, or occurred at more than ed in; otherwise, the entry of the place top of this sheet will be sufficient)		REMARKS.
			DATE.	
1	John Doe			
2	James Jones			
3	Arthur Smith			
4	William Brown			
5	Peter Black			

104122—17. (To face

40. A. G. O. 149, RETURN OF CASUALTIES.

RETURN of Casualties in 5th Regiment of Engineers (Organization) in action at Gettysburg on July 31, 1916

NO.	NAMES. (To be entered in order shown in recapitulation on first fold.)	RANK.	CO.	REGIMENT OR CORPS.	NATURE OF CASUALTY. (Whether killed, wounded, or otherwise injured, or missing.)	NATURE OF WOUND OR OTHER INJURY. Slight or Severe. (For wounded or injured only.)	Location.	Missile or Weapon.	ACTION OR ENGAGEMENT. (If action or engagement covered more than one day, or occurred at more than one place, three columns will be filled in; otherwise, the entry of the place and date in the spaces provided at the top of this sheet will be sufficient.) Place.	Date.	REMARKS.
1	John Doe	1st Lieut.	D	5th Engrs.	wounded	Severe	Head	Shrapnel			
2	James Jones	Sgt	D	5th Engrs.	killed		Body wound.	Rifle Bullet			
3	Arthur Smith	Corp	D	5th Engrs.	killed		Head	Shell fragment			
4	William Brown	Pvt	D	5th Engrs.	missing						
5	Peter Black	Pvt	D	5th Engrs.	wounded	slight	Left Arm	Rifle Bullet			

RETURN OF CASUALTIES

IN

5th Regiment of Engineers
(Organization.)

IN ACTION AT

Gettysburg, Penna.

On July 31, *191*6

RECAPITULATION.

	Officers.	Enlisted men.	
Killed		2	2
Wounded	1	1	2
Otherwise injured.			
Missing		1	1
Total	1	4	5

This return will be made in triplicate, after the close of each action, by the commander of a post, detachment, independent company, independent battalion, regiment, district, or brigade, and will account for all casualties by name and in figures.

The commander of a division, corps, army, or department will consolidate these returns, in figures only, adding to such consolidation the casualties, by name and in figures, of the staff or detachment at his headquarters.

One copy of this return will be forwarded by the officer making it to his immediate superior commander, one copy will be sent by mail directly to The Adjutant General of the Army, and one copy will be retained for file with the records of the post or organization.

Form No. 149, A. G. O.
Ed. Jun. 8-17—25,000. 3—2567

TROOPS ENGAGED AND RECORD OF EVENTS.

Station, Gettysburg, Pa.

Date, July 31, 1917 *191*

Colonel Dodd, Corps of Engineers,
Commanding.

AGED AND RECORD OF EVENTS.

Colonel Dodd, Corps of Engineers,
Commanding.

UNIVERSITY OF ILLINOIS-URBANA
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